Kaltura Video Package for Moodle 2.x

Quick Start Guide

Version: 3.0 for Moodle 2.x

Kaltura
open source video

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Preface

Audience

This guide is primarily intended for Moodle administrators and faculty users. It contains useful information for the main usage flows and functionality of the Kaltura Video Package for Moodle.

About this Guide

This guide describes how to set up, configure, and use the Kaltura Video Package for Moodle.

Related Documentation

Kaltura Video Package for Moodle Release Notes

Kaltura Video Package for Moodle 2.x Installation and Upgrade Guide

Overview of the Kaltura Package for Moodle 2.x

Kaltura's Video Package for Moodle 2.x makes it easy to add the robust capabilities of Kaltura's open source online video platform to any Moodle site. The package was developed specifically for Moodle and integrates with other features and modules, such as resources and activities, so that users can upload and embed media easily.

The package supports the following features for all users:

- My Media: users' personal media gallery, for uploading, viewing, managing, and sharing media.
- Integration as an external repository with the file picker accessible from the text editor: embed your media or media you have access to, anywhere you can author text.
    - Use the text editor to upload new files to Kaltura and embed the media anywhere you can author text.
- Record the user's screen (desktop recording, audio, and optionally web cam) to record lessons, assignments, classes, meetings, demonstrations, tutorials and more.
- Compatibility with the latest Moodle Stable Release, including displaying videos when working with the default Moodle Mobile theme

Teachers and Admins can create:

- Video Resource: Easily add video content to your course as a specialized resource.
- Video Presentation resource: Create a synchronized view of a Document and a Video.
- Video Assignment: Allows students to submit videos as an assignment submission.

Teachers and Admins can view course media reports to see:

- Which videos are students watching the most?
- Which students contribute the most videos?
- Which students watch the most videos?
- How long are students watching each video?

Configuring the Kaltura Package for Moodle 2.x

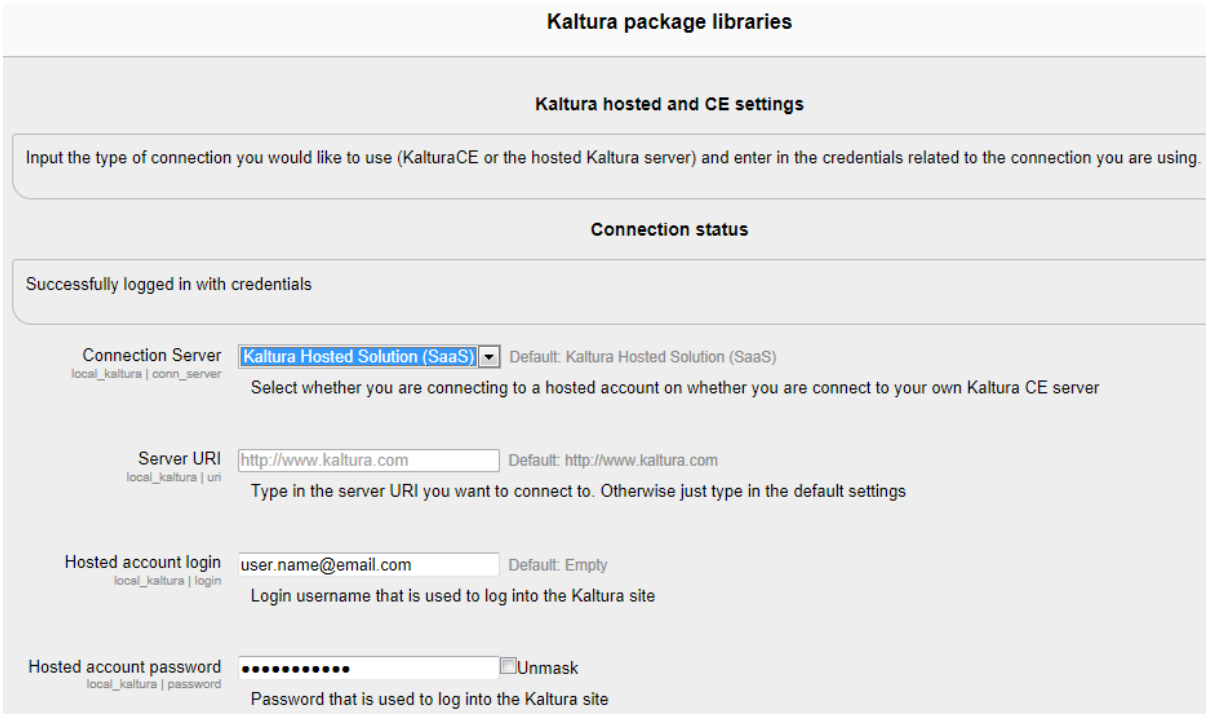
Only site administrators can configure various settings of the Kaltura Package for Moodle 2.x.

Setting Up the Kaltura Package for Moodle 2.x

After you install the Kaltura Package for Moodle 2.x, configure the package settings. For installation, please refer to the Kaltura Video Package for Moodle 2.x Installation and Upgrade Guide.

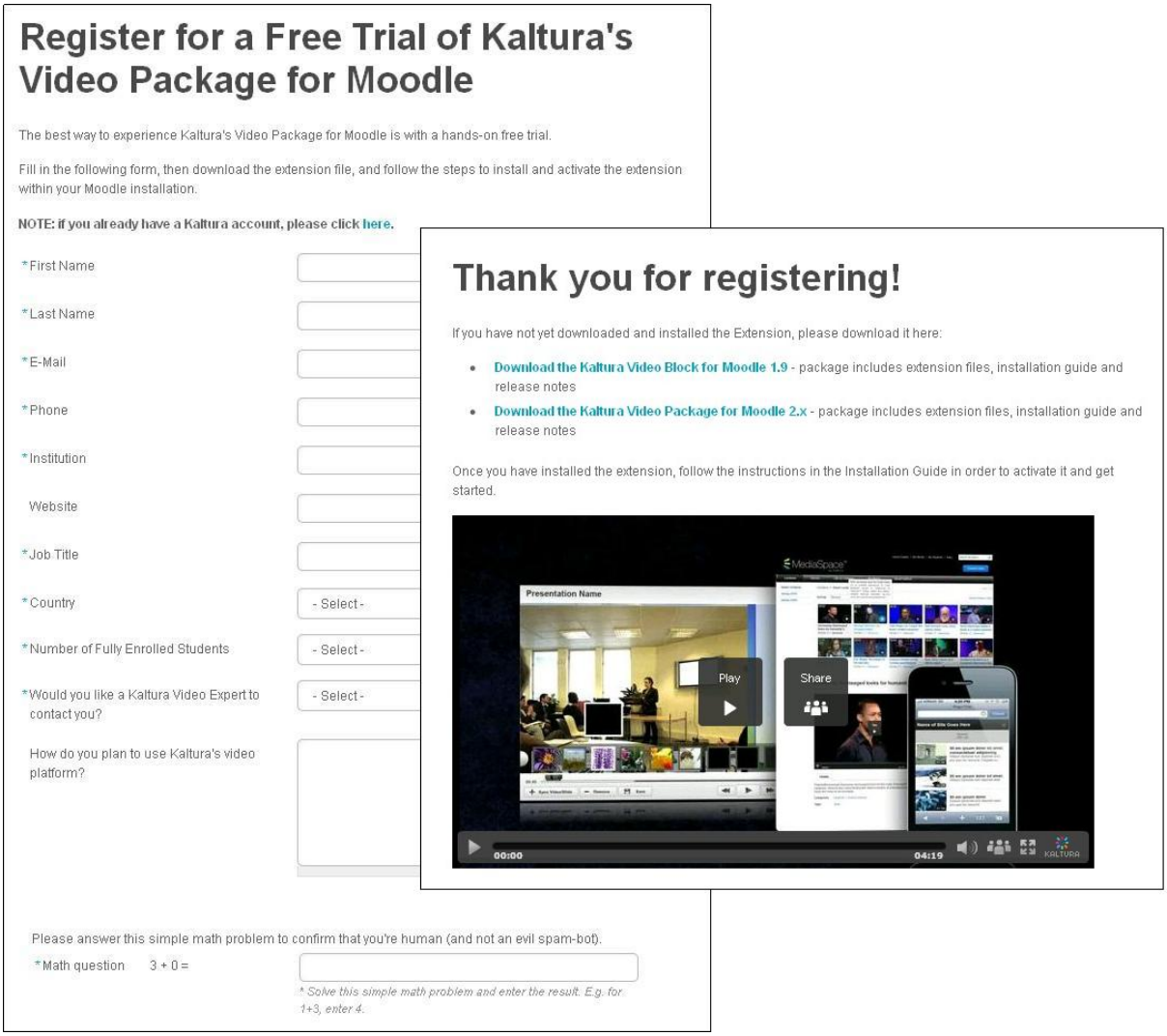
To set up the Kaltura package

1. Go to Site administration > Plugins > Local plugins > Kaltura package libraries.


Kaltura package libraries
Kaltura hosted and CE settings
Input the type of connection you would like to use (KalturaCE or the hosted Kaltura server) and enter in the credentials related to the connection you are using.
Connection status
Successfully logged in with credentials
Connection Server
local_kaltura | conn_server
Kaltura Hosted Solution (SaaS)
Default: Kaltura Hosted Solution (SaaS)
Select whether you are connecting to a hosted account on whether you are connect to your own Kaltura CE server
Server URI
local_kaltura | uri
http://www.kaltura.com
Default: http://www.kaltura.com
Type in the server URI you want to connect to. Otherwise just type in the default settings
Hosted account login
local_kaltura | login
user.name@email.com
Default: Empty
Login username that is used to log into the Kaltura site
Hosted account password
local_kaltura | password
Unmask
Password that is used to log into the Kaltura site

2. Set the connection to Kaltura. Select your Connection Server.
   The default is Kaltura Hosted Solution (SaaS).
3. Enter your Kaltura partner login credentials.(Hosted account login and Hosted account password)
4. Click **Save changes** to save.

   If you do not have a Kaltura account, sign up to obtain one.


Register for a Free Trial of Kaltura's Video Package for Moodle
The best way to experience Kaltura's Video Package for Moodle is with a hands-on free trial.
Fill in the following form, then download the extension file, and follow the steps to install and activate the extension within your Moodle installation.
NOTE: if you already have a Kaltura account, please click here.
*First Name
*Last Name
*E-Mail
*Phone
*Institution
Website
*Job Title
*Country
- Select -
*Number of Fully Enrolled Students
- Select -
*Would you like a Kaltura Video Expert to contact you?
- Select -
How do you plan to use Kaltura's video platform?
Please answer this simple math problem to confirm that you're human (and not an evil spam-bot).
*Math question 3 + 0 =
* Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.
Thank you for registering!
If you have not yet downloaded and installed the Extension, please download it here:
Download the Kaltura Video Block for Moodle 1.9 - package includes extension files, installation guide and release notes
Download the Kaltura Video Package for Moodle 2.x - package includes extension files, installation guide and release notes
Once you have installed the extension, follow the instructions in the Installation Guide in order to activate it and get started.
Presentation Name
Play
Share
00:00
04:19
KALTURA

Customizing Players and Uploader Widgets

Kaltura's most commonly used widgets include the Kaltura Dynamic Player (KDP) and the Kaltura Uploader. The Kaltura UIConf ID is the unique identifier for Kaltura widgets. We recommend using the default widgets for the Kaltura Video Package for Moodle.

Players can be created, designed and configured with specific features and buttons within the Studio tab, in the Kaltura Management Console. For instructions on how to create, design and configure a player, refer to the KMC User Manual.

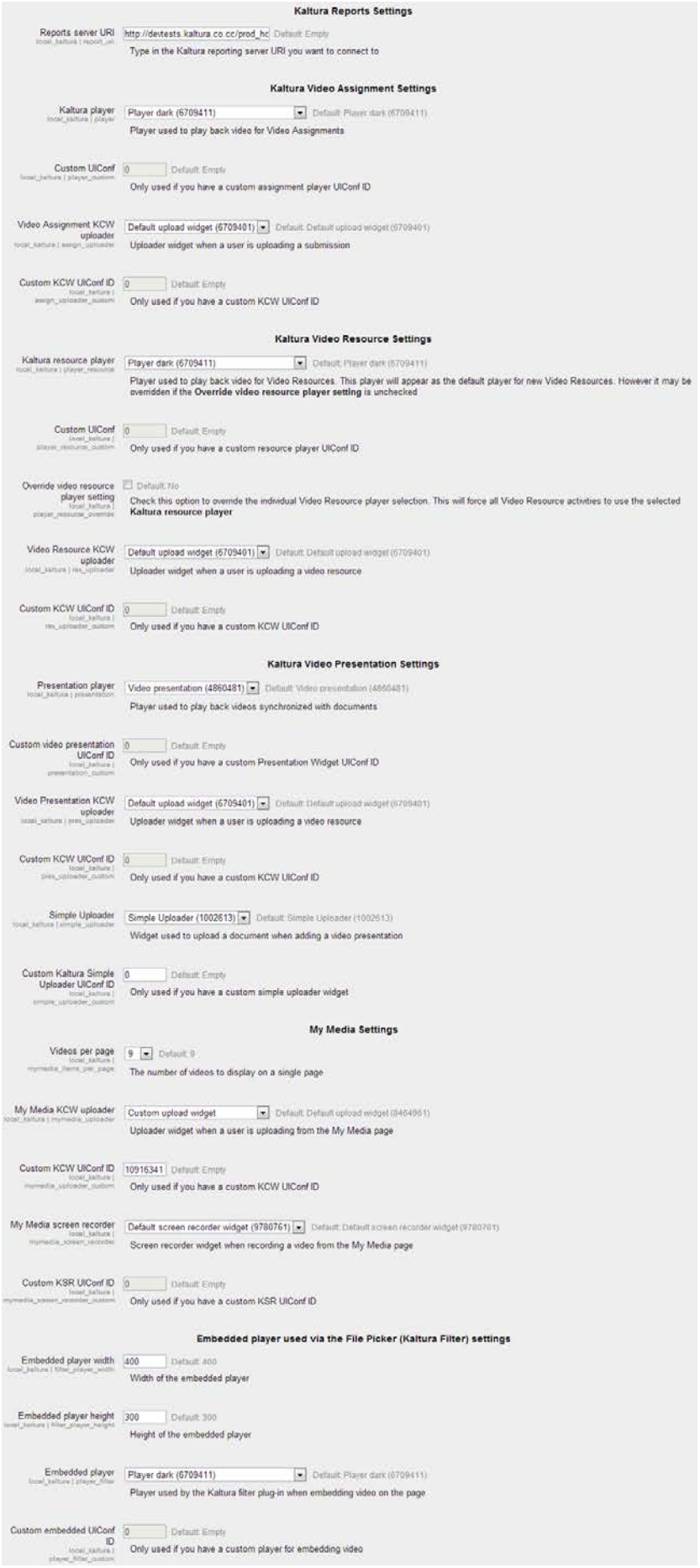
After you create a player, you can select it in the Kaltura Package Configuration page to replace the default players.

You can also modify the Kaltura Uploader widgets (also known as the Kaltura Contribution Wizard - KCW) and Kaltura Presentation Widget using the Kaltura APIs. Please contact Kaltura for more information on using the Kaltura API or refer to the Kaltura API Documentation.

NOTE: The default widget settings should work out of the box when working with Kaltura SaaS.

To customize the widgets

1. Go to Site administration > Plugins > Local plugins > Kaltura package libraries and scroll down to the Kaltura Reports Settings section.


Kaltura Reports Settings
Reports server URI
http://devtests.kaltura.co.cc/prod_hc
Default: Empty
Type in the Kaltura reporting server URI you want to connect to
Kaltura Video Assignment Settings
Kaltura player
Player dark (6709411)
Default: Player dark (6709411)
Player used to play back video for Video Assignments
Custom UIConf
0
Default: Empty
Only used if you have a custom assignment player UIConf ID
Video Assignment KCW uploader
Default upload widget (6709401)
Default: Default upload widget (6709401)
Uploader widget when a user is uploading a submission
Custom KCW UIConf ID
0
Default: Empty
Only used if you have a custom KCW UIConf ID
Kaltura Video Resource Settings
Kaltura resource player
Player dark (6709411)
Default: Player dark (6709411)
Player used to play back video for Video Resources. This player will appear as the default player for new Video Resources. However it may be overridden if the Override video resource player setting is unchecked
Custom UIConf
0
Default: Empty
Only used if you have a custom resource player UIConf ID
Override video resource player setting
Default: No
Check this option to override the individual Video Resource player selection. This will force all Video Resource activities to use the selected Kaltura resource player
Video Resource KCW uploader
Default upload widget (6709401)
Default: Default upload widget (6709401)
Uploader widget when a user is uploading a video resource
Custom KCW UIConf ID
0
Default: Empty
Only used if you have a custom KCW UIConf ID
Kaltura Video Presentation Settings
Presentation player
Video presentation (4860481)
Default: Video presentation (4860481)
Player used to play back videos synchronized with documents
Custom video presentation UIConf ID
0
Default: Empty
Only used if you have a custom Presentation Widget UIConf ID
Video Presentation KCW uploader
Default upload widget (6709401)
Default: Default upload widget (6709401)
Uploader widget when a user is uploading a video resource
Custom KCW UIConf ID
0
Default: Empty
Only used if you have a custom KCW UIConf ID
Simple Uploader
Simple Uploader (1002613)
Default: Simple Uploader (1002613)
Widget used to upload a document when adding a video presentation
Custom Kaltura Simple Uploader UIConf ID
0
Default: Empty
Only used if you have a custom simple uploader widget
My Media Settings
Videos per page
9
Default: 9
The number of videos to display on a single page
My Media KCW uploader
Custom upload widget
Default: Default upload widget (8464961)
Uploader widget when a user is uploading from the My Media page
Custom KCW UIConf ID
10916341
Default: Empty
Only used if you have a custom KCW UIConf ID
My Media screen recorder
Default screen recorder widget (9780761)
Default: Default screen recorder widget (9780761)
Screen recorder widget when recording a video from the My Media page
Custom KSR UIConf ID
0
Default: Empty
Only used if you have a custom KSR UIConf ID
Embedded player used via the File Picker (Kaltura Filter) settings
Embedded player width
400
Default: 400
Width of the embedded player
Embedded player height
300
Default: 300
Height of the embedded player
Embedded player
Player dark (6709411)
Default: Player dark (6709411)
Player used by the Kaltura filter plug-in when embedding video on the page
Custom embedded UIConf ID
0
Default: Empty
Only used if you have a custom player for embedding video

2. Kaltura Reports Settings is the base URL where reports are hosted. For Kaltura SaaS, use the default setting.
3. For each of the following types – Video Assignment, Video Resource, Video Presentation, Embedded player used via the File Picker (for video used in the text editor) – you can select a player used to play back media of this type in the appropriate dropdown.

   Advanced Kaltura users may choose to use a custom player and insert the player's UIConf ID to use a player that does not appear in the dropdown.
4. For Video Resource, check the "Override video resource player setting" for the selected player to be used for all video resources. Teachers will not be able to choose different players for their video resources if this option is selected.
5. For the Kaltura Video Presentation resource, the simple uploader is the widget that is used for uploading documents. You can select an uploader in the dropdown.

   Advanced Kaltura users may use a custom Kaltura Simple Uploader and insert the uploader's UiConf ID to use an uploader that does not appear in the dropdown.
6. The Screen Recorder is the applet used for screen recording across the application.

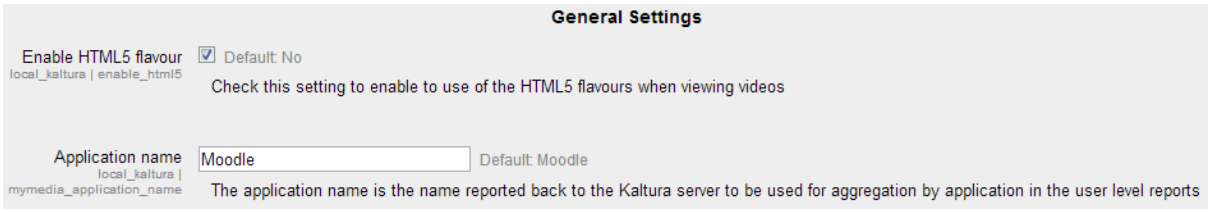
   Advanced Kaltura users may use a custom KSR (Kaltura Screen Recorder) and insert the KSR's UiConf ID to use a screen recorder that does not appear in the dropdown.
7. For the Embedded player used via the File Picker (for video used in the text editor), select embedded player width and height.

   Advanced Kaltura users may use a custom embedded player and insert the player's UiConf ID to use a player that does not appear in the dropdown.
8. For each of the following types – Video Assignment, Video Resource, Video Presentation, and My Media – you can change the Kaltura Uploader (KCW) to a custom one. We recommend this option for advanced users only.
9. Click **Save changes** to save.

Customizing General Settings

To customize the general settings

1. Go to Site administration > Plugins > Local plugins > Kaltura package libraries and scroll down to the General Settings section.


General Settings
Enable HTML5 flavour
local_kaltura | enable_html5
Default: No
Check this setting to enable to use of the HTML5 flavours when viewing videos
Application name
local_kaltura | mymedia_application_name
Moodle
Default: Moodle
The application name is the name reported back to the Kaltura server to be used for aggregation by application in the user level reports

2. Check the "Enable HTML5 flavour" to enable playback on Mobile devices.
3. If you are using several applications, select the application name to be used for data aggregation in Kaltura.
4. Click **Save changes** to save.

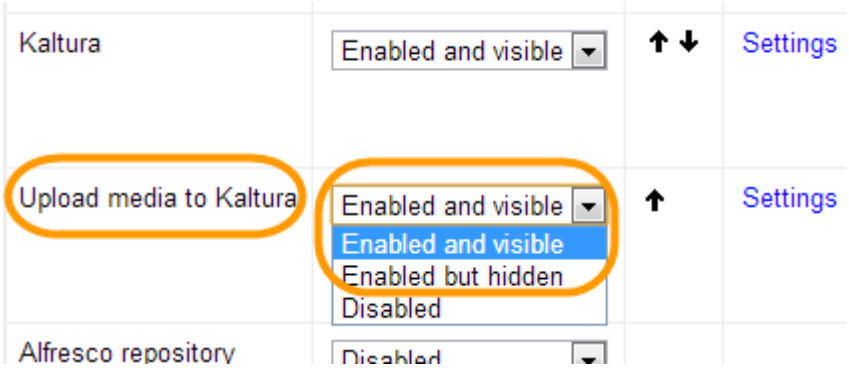
Enabling the Kaltura Repositories

Enable the Upload Media to Kaltura Repository and the Kaltura Media Repository.

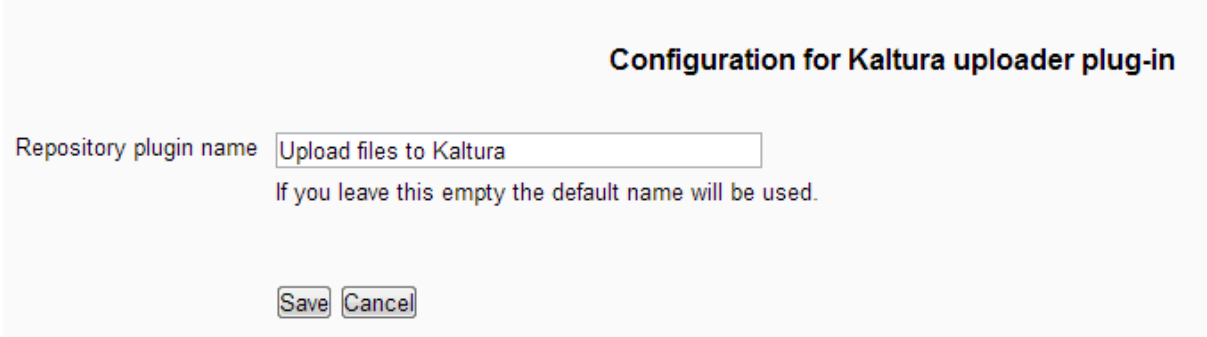
To enable the Upload Media to Kaltura Repository

1. Go to Site administration > Plugins > Repositories > Manage repositories

2. Find “Upload media to Kaltura” in the list and choose **Enabled and visible** in the dropdown.



3. In the Kaltura Uploader Plug-in screen, select the repository plugin name (optional) to determine the name of the repository that is displayed in the File Picker.

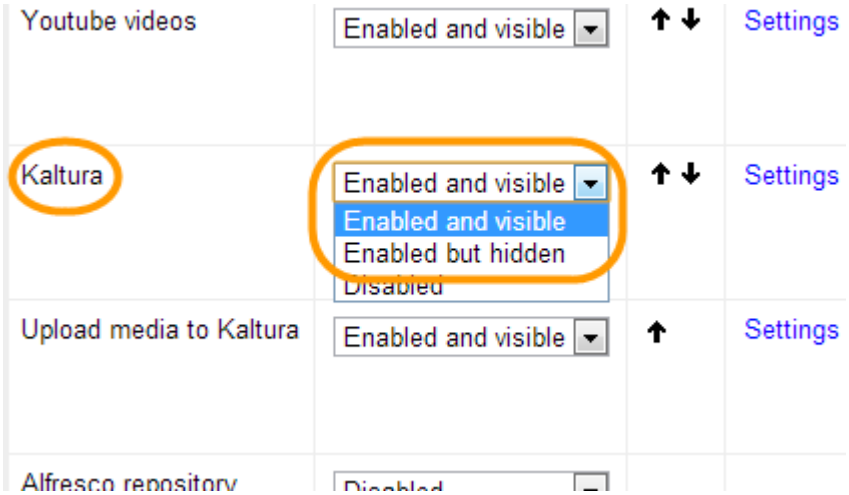

Configuration for Kaltura uploader plug-in
Repository plugin name
Upload files to Kaltura
If you leave this empty the default name will be used.
Save
Cancel

4. Click **Save**.

NOTE: *Upload files to Kaltura* is the Upload Media to Kaltura Repository name used in procedures and examples in this document.

To enable the Kaltura Media Repository

1. Go to Site administration > Plugins > Repositories > Manage repositories
2. Find “Kaltura” in the list and choose **Enabled and visible** in the dropdown.



3. In the Kaltura Configuration screen, select:
   a. The repository plugin name (optional), to determine the name of the repository that is displayed in the File Picker.
   b. The number of files to display per page.
   c. The name of the root category of the Moodle application in your Kaltura account.

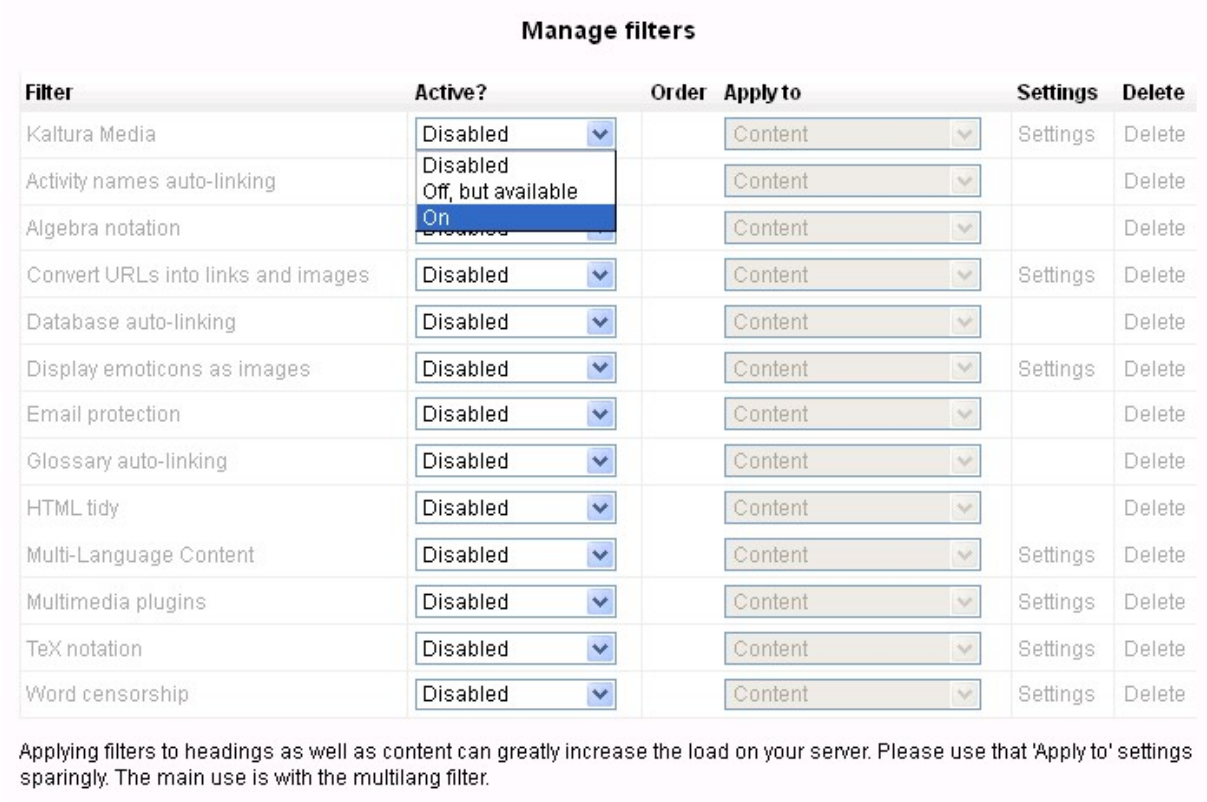
Kaltura Configuration
Repository plugin name
If you leave this empty the default name will be used.
Connection Status
Connection to Kaltura successful
Files to display on a page
10
Root category path*
Please specify a root category.
Metadata Profile
Moodle Repository Profile (Profile Id: 22421 | Created: Monday, 25 June 2012, 12:47 PM
Save
Cancel
There are required fields in this form marked *.

4. Click **Save**.

NOTE: To enable the Kaltura Media Repository to its full functionality, we recommend that you enable the Kaltura Media Filter, so that the media is displayed in an embedded fully functional player.

To enable the Kaltura Media Filter

1. Go to Site administration > Plugins > Filters > Manage filters



2. Find “Kaltura Media” and select **On** from the dropdown menu.

Kaltura Media Repository: Kaltura Capabilities

The Kaltura media repository comes with a set of capabilities that can be set on Moodle roles.

Kaltura Capabilities Terminology

- **View Kaltura Repository** – determines whether users assigned to a role can view the Kaltura media repository in the File Picker
- **Shared Video Visibility** – determines whether users assigned to a role can use media items that are shared in courses they are enrolled in with an admissible role, via the text editor.
- **Course Video Visibility** - determines whether users can use media items that were used in courses they are enrolled with an admissible role, via the text editor. Used Videos are defined as media that was embedded in the course and was viewed at least once.

By default users have access to Shared Media of courses they are enrolled in as students, while users that are enrolled to a course as teachers or managers have access to Shared Media and Used Media of that course.

Customizing Roles Capabilities Permissions with Kaltura

The default capabilities assignment can be further customized via Moodle permissions to include additional roles, as well as for creating special use-cases.

To customize roles permissions with Kaltura

1. Go to Site administration > Users > Permissions > Define Roles
2. Select the role you want to customize.

3. Click **Edit**.
4. Scroll down or search for the string the “Repository: Kaltura” permissions.

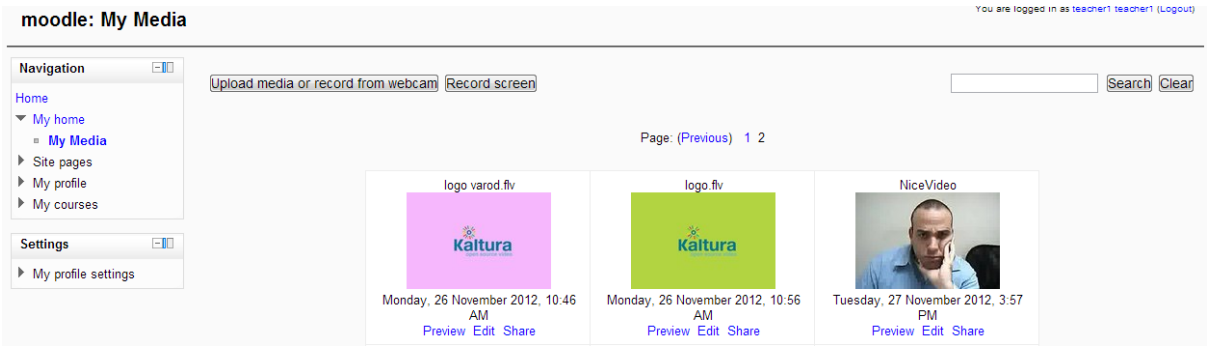
5. Select the capabilities for this role.
6. Click **Save changes**.

My Media

Each user has a personal, searchable My Media gallery for uploading, viewing, managing, and sharing media.

Users are able to use and reuse any of the videos in this repository in various locations within Moodle as well as across various Kaltura applications in the institution. Additionally, users can use this gallery to mark which of their videos will be available for use by authorized users in specific courses.

My Media is accessed from the Navigation block in My home > My Media.

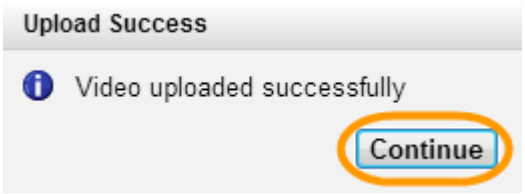


To upload media in My Media

Go to My home > My Media and choose a media type to upload:

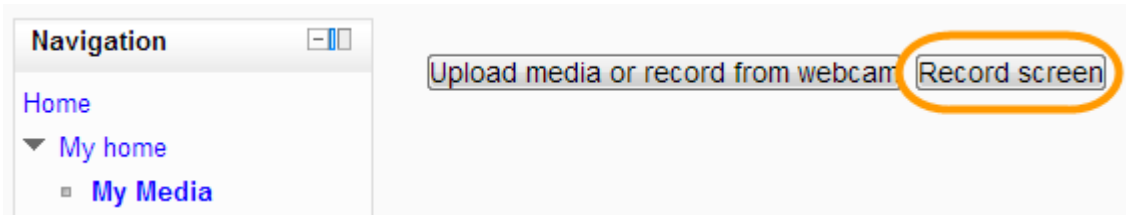
- To upload media or record and upload a webcam video:
  a. Click **Upload media or record from webcam** (on the top left) to launch the Kaltura Uploader.

  b. Follow the Uploading Your Media Using the Kaltura Uploader procedure.
  c. When a confirmation message is displayed, click **Continue**.



The new media is displayed in My Media.

- To record your screen and upload the recording:
  a. Click **Record Screen** (on the top left) to launch the Screen Recorder.



b. Follow the Recording Your Screen procedure.

The new media is displayed in My Media.

NOTE: Newly uploaded media is converted in Kaltura servers for maximizing user experience with different devices and network capabilities. This process may take a few minutes. While the media is being converted, you cannot preview it, but you can change the metadata, share it and use it.

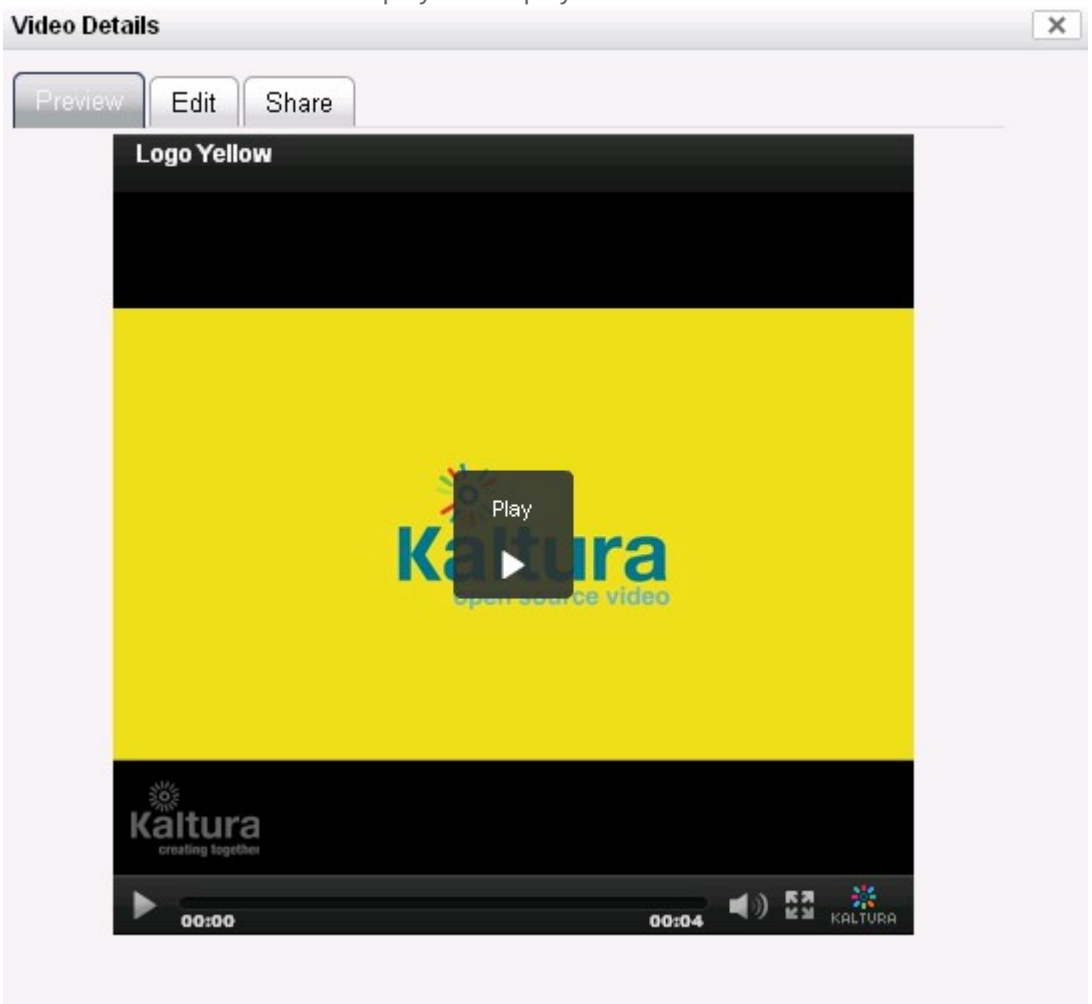
To search for media in My Media

1. Go to My home > My Media.
2. Type the text you want to search for in the text box.
3. Click **Search**.
4. The items shown in My Media display only items matching the search query.

To preview media in My media

1. Go to My home > My Media.
2. Click **Preview** below the relevant media item

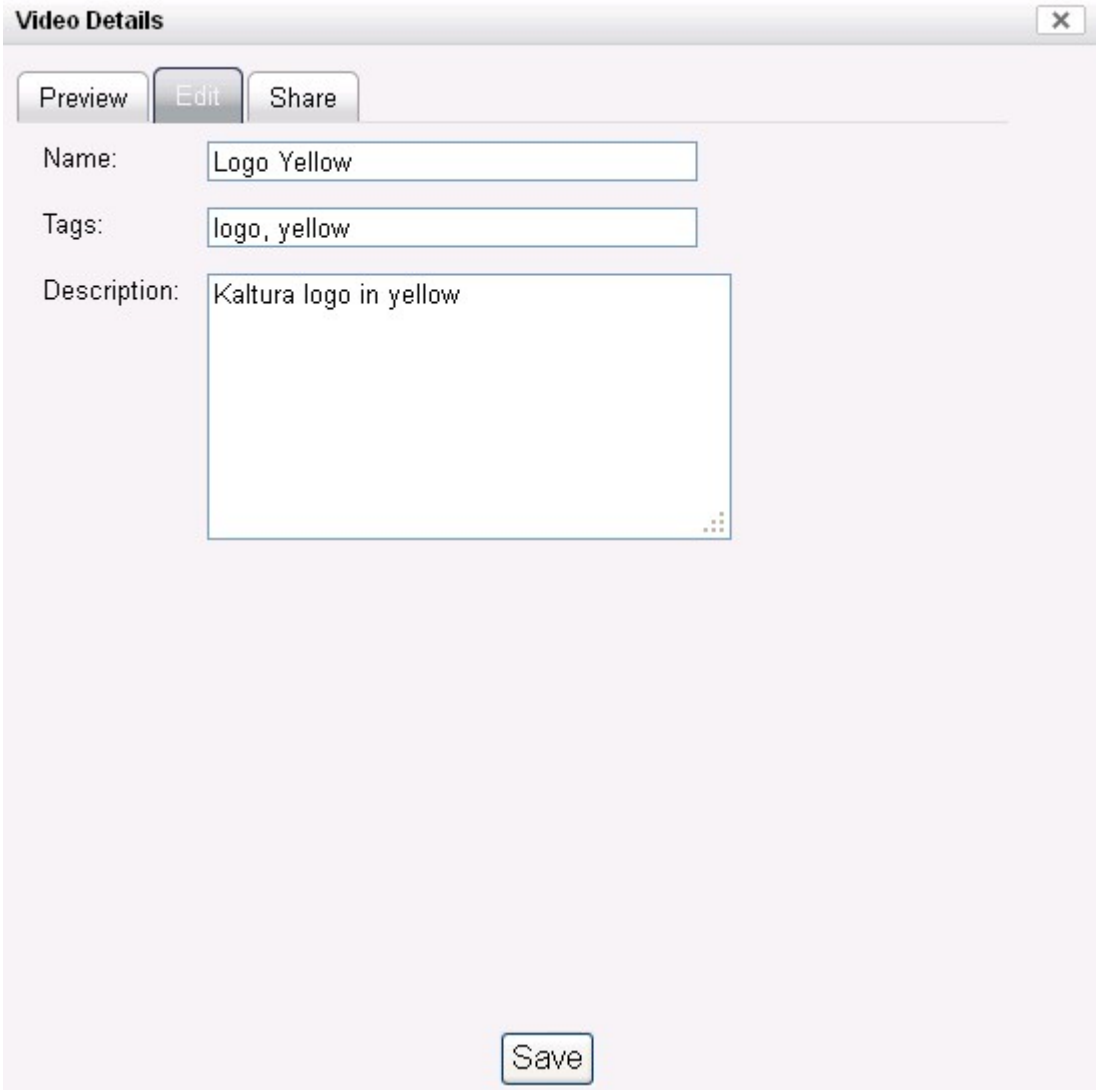
   A modal box with the media in a player is displayed.



3. Use the player controls to view the media.
4. When you are finished, close the modal box by clicking the ‘x’ button on the top right.

To edit media metadata in My Media

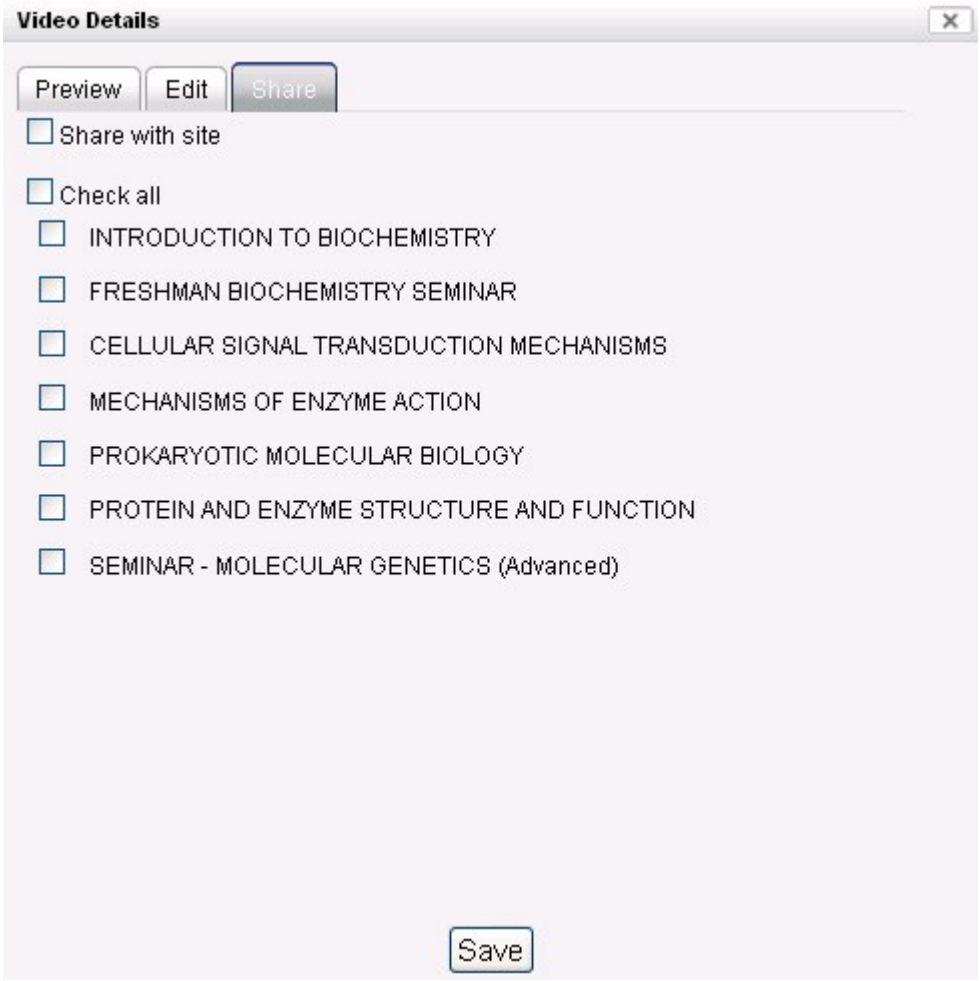
1. Go to My home > My Media.
2. Click **Edit** below the relevant media item.
   A modal box with the media metadata is displayed



3. Input the metadata and click **Save**.
4. When a confirmation message is displayed, click **Continue**.
5. When you are finished, close the modal box by clicking the ‘x’ button on the top right.

To share media

1. Go to My home > My Media
2. Click **Share** below the relevant media item.
   A modal box with list of courses to share the media item with is displayed.



3. Check **Share with site** to share it with everyone that has access to the Kaltura repository.
4. Check each course you want to share the media item with (for those who have the relevant permission).
5. Click **Save** to save your changes.
6. When a confirmation message is displayed, click **Continue**.
7. When you are finished, close the modal box by clicking the ‘x’ button on the top right.

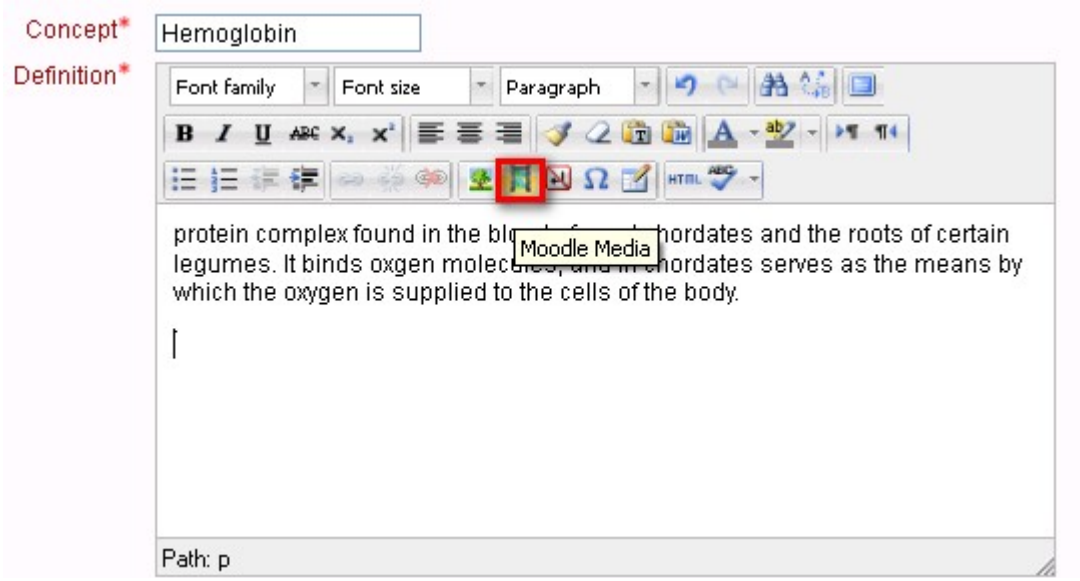
Using Media in the Text Editor

When the Kaltura repository is enabled, you can embed existing and new media everywhere that you have permission to author content with Moodle's text editor.

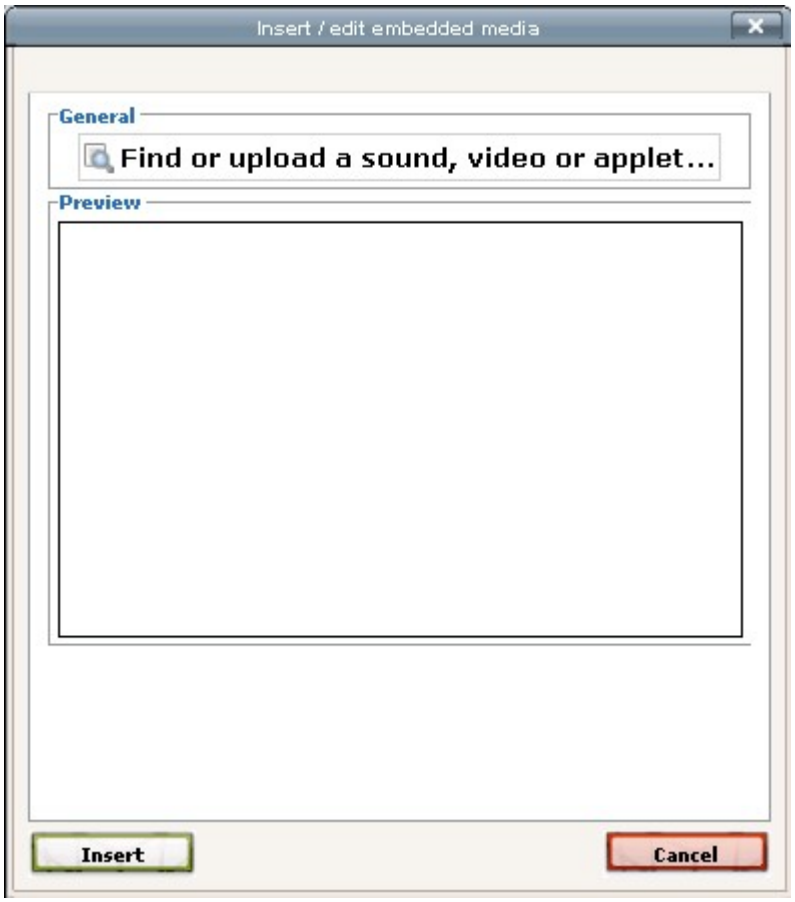
For example, you can embed existing and new media in quizzes, glossary, forum posts, wiki, and resources.

To embed existing media in the text editor

1. Click the 'Moodle Media' button in the text editor.

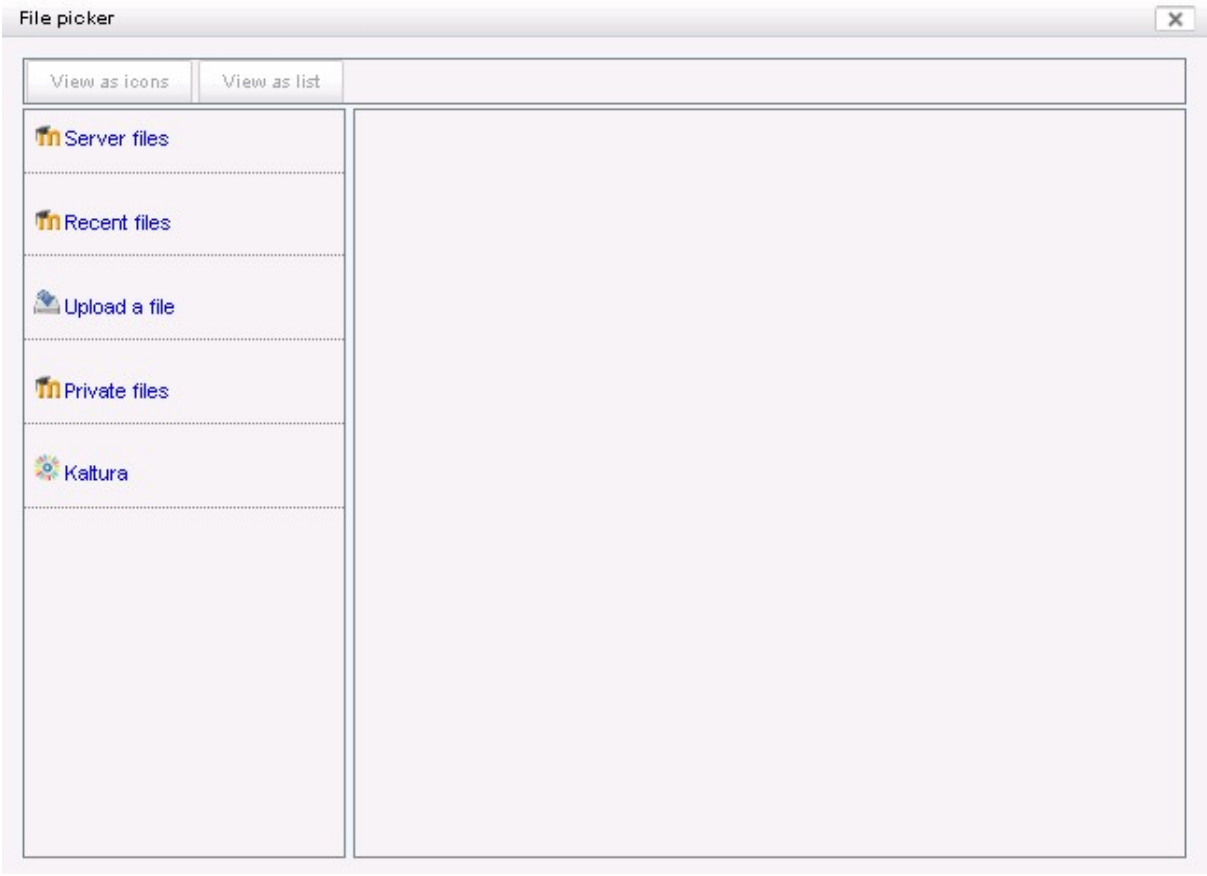


The 'insert embedded media' modal box is displayed.

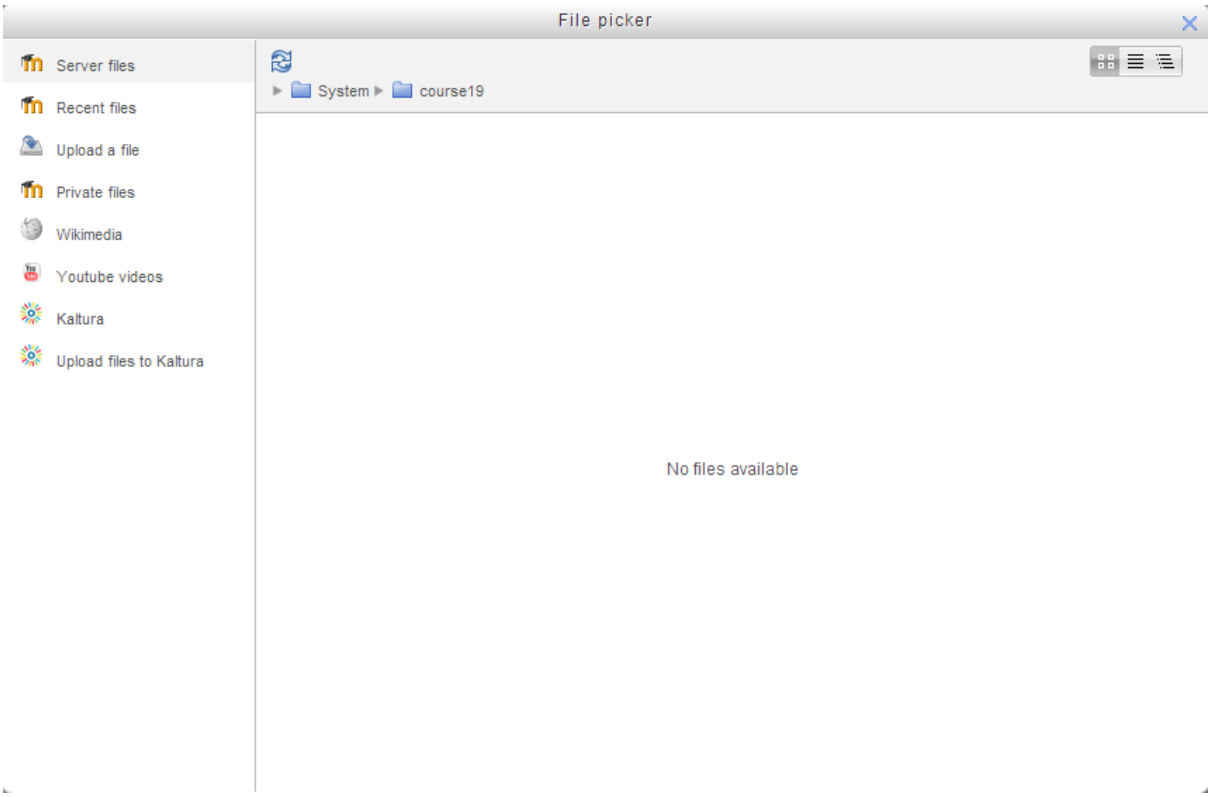


2. Click **Find or upload a sound, video or applet**.
   The File picker (Moodle component) is displayed.

Moodle 2.2 and earlier:



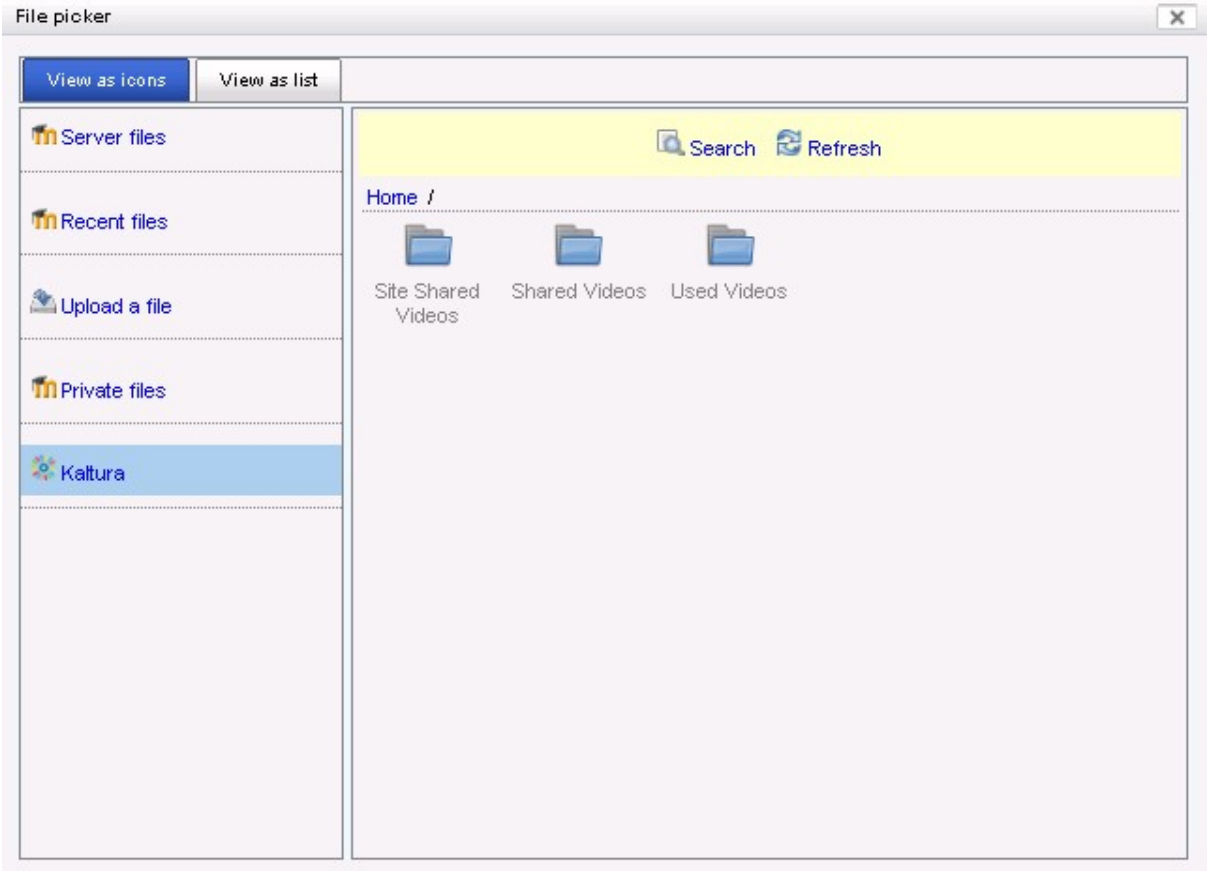
Moodle 2.3:



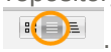
3. Click the name of the Kaltura repository (in this example “Kaltura”).

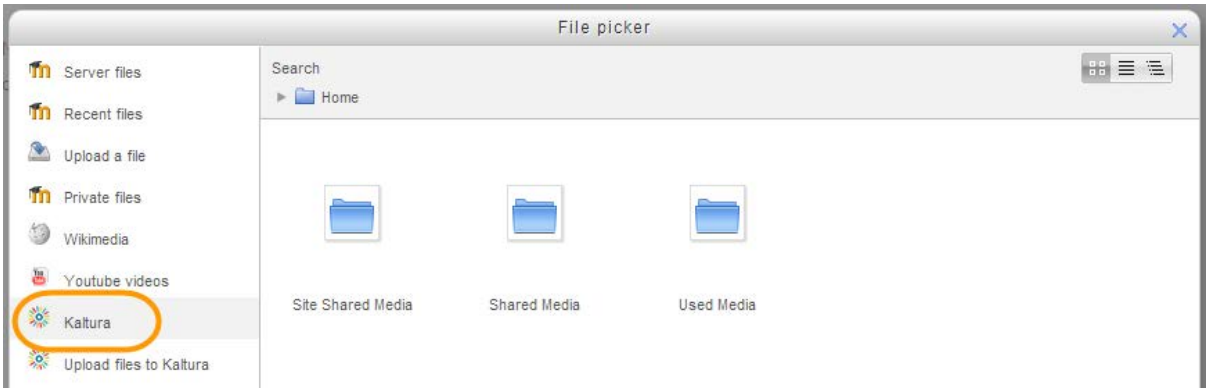
Moodle 2.2 and earlier:

The Kaltura repository tab is displayed. You can View as icons or View as a list.



Moodle 2.3:

The Kaltura repository tab is displayed with icons. To view as a list, click the middle menu view button  . To view as a tree, click the right menu view button .



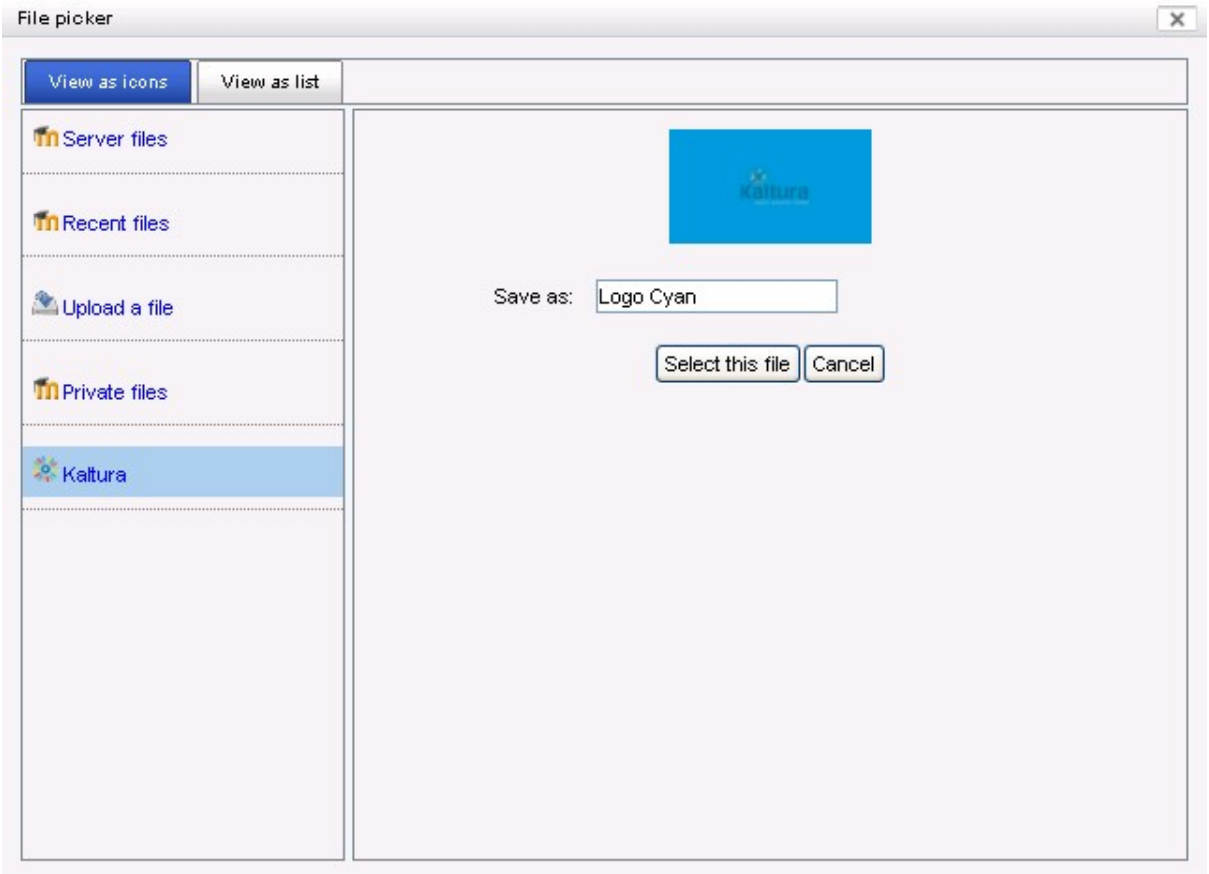
4. Select the media you want to embed. You can browse for media or search for it. Depending on your permissions in the course you are authoring in, you can use media from four sources:
   - Site Shared Videos[1] – Media shared with the site
   - Shared Videos[1] – Media shared with courses you have the Shared Videos permission in

[1] In Moodle 2.3, *Media* replaces *Videos*.

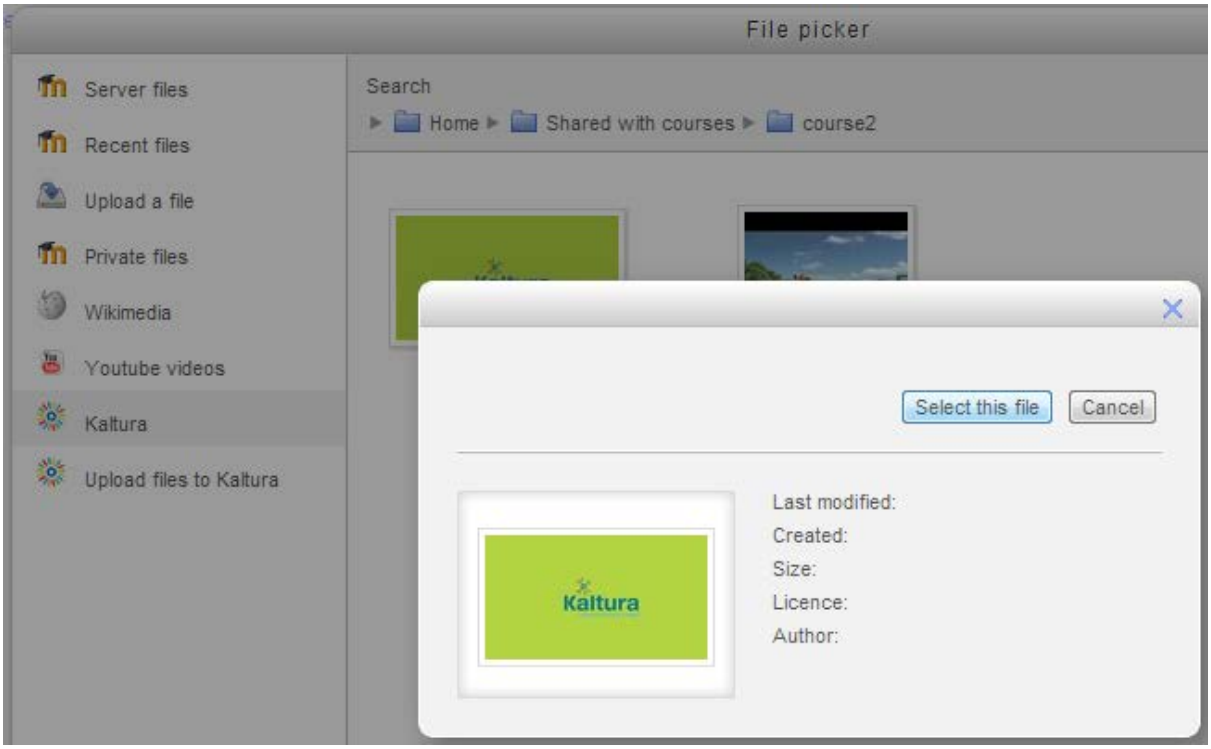
- Used Videos[1] – Media used in courses you have the Course Videos permission in
- Your own media

The File picker displays the thumbnail of the media selected for approval.

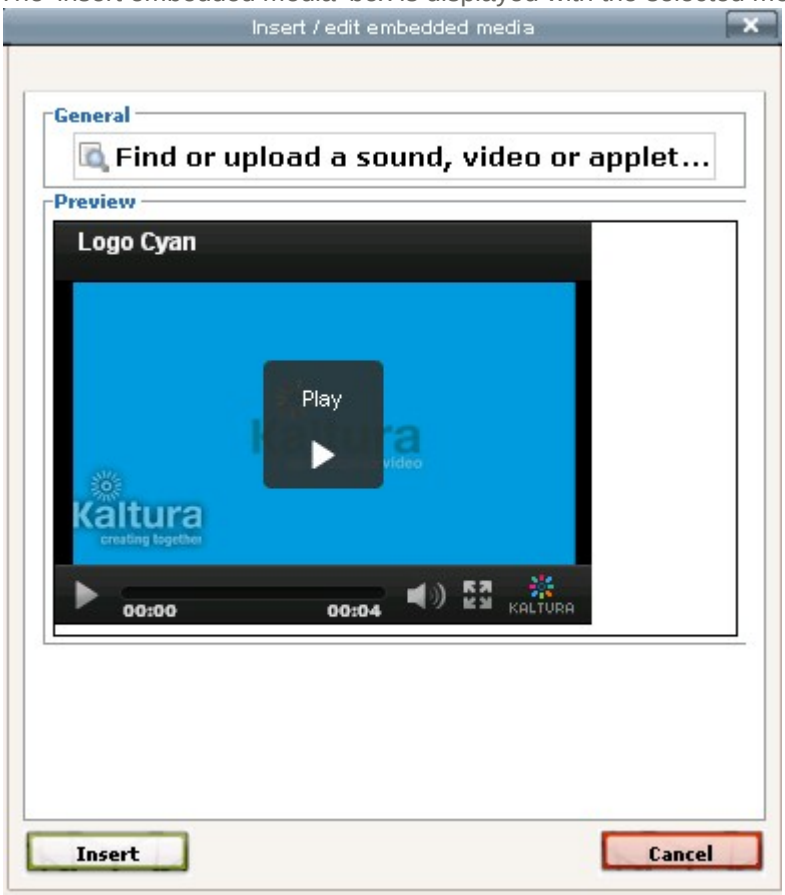
Moodle 2.2 and earlier:



Moodle 2.3:



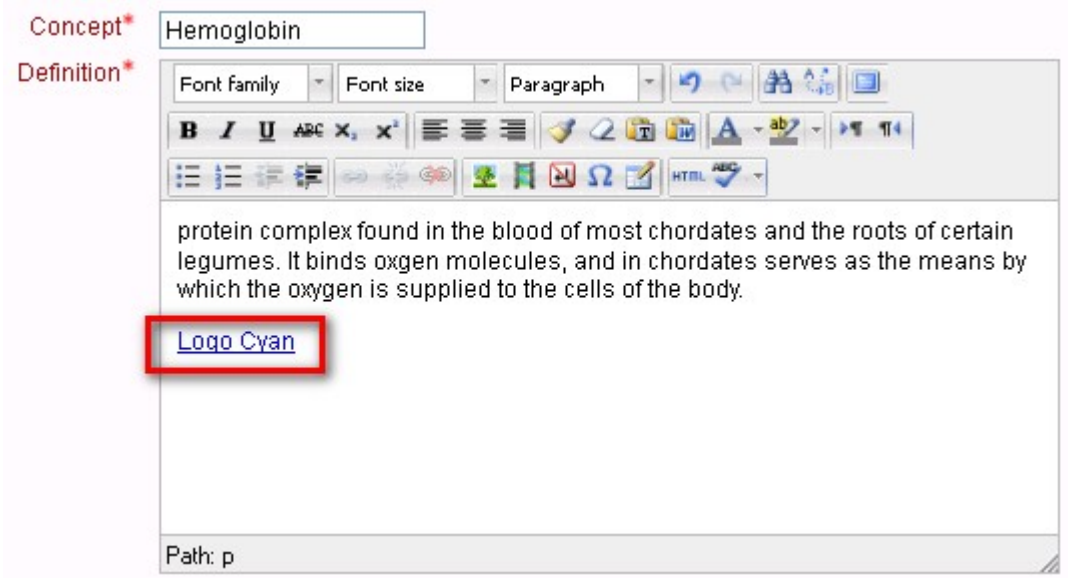
5. Click **Select this file**.
6. The 'insert embedded media' box is displayed with the selected media in the Preview box.



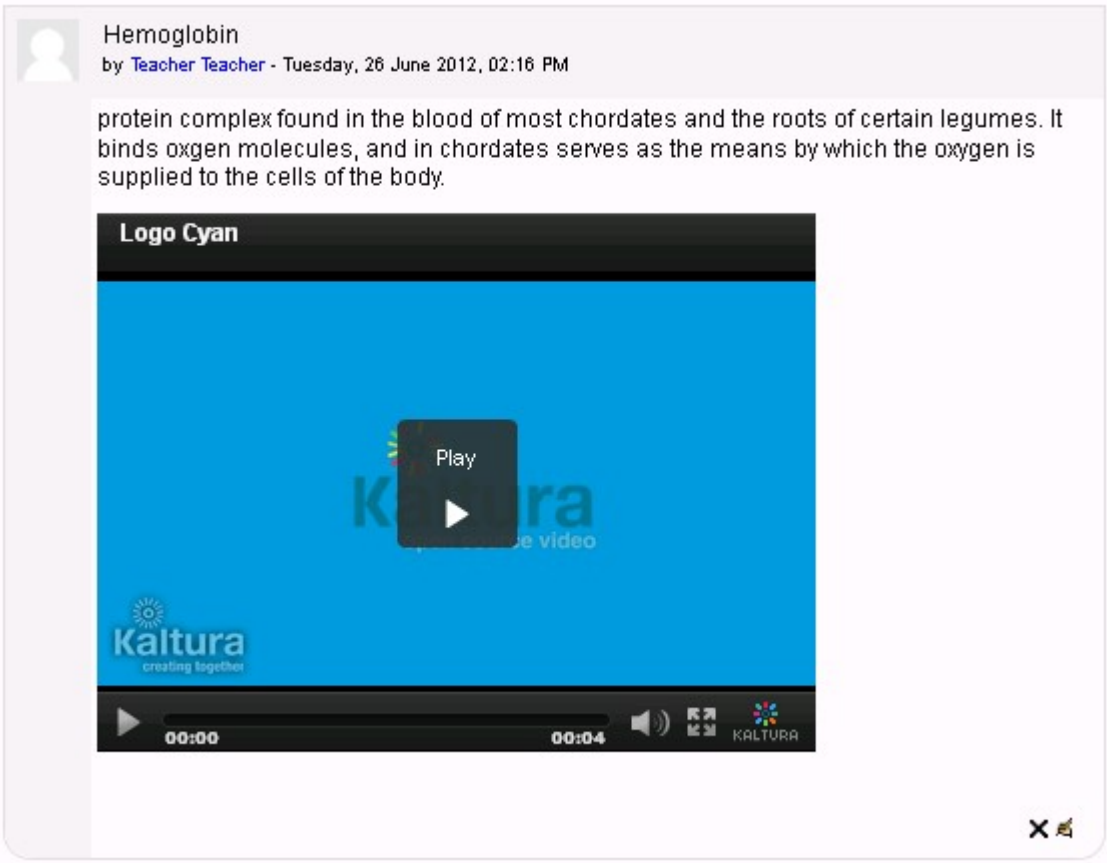
NOTE: The player in this box is only a flash player and doesn't include any advanced features like playback on mobile devices. Likewise, if your media is session restricted, the media won't playback in this location. These limitations are only for this location and are lifted once the media is displayed as embedded in the context.

7. Click **Insert**.

The text editor is displayed, where the embedded media is represented as a link.


Concept*
Hemoglobin
Definition*
Font family
Font size
Paragraph
protein complex found in the blood of most chordates and the roots of certain legumes. It binds oxgen molecules, and in chordates serves as the means by which the oxygen is supplied to the cells of the body.
Logo Cyan
Path: p

When displayed outside of the editing mode, the media is displayed as an embedded player.


Hemoglobin
by Teacher Teacher - Tuesday, 26 June 2012, 02:16 PM
protein complex found in the blood of most chordates and the roots of certain legumes. It binds oxgen molecules, and in chordates serves as the means by which the oxygen is supplied to the cells of the body.
Logo Cyan
Play
Kaltura
00:00
00:04
KALTURA

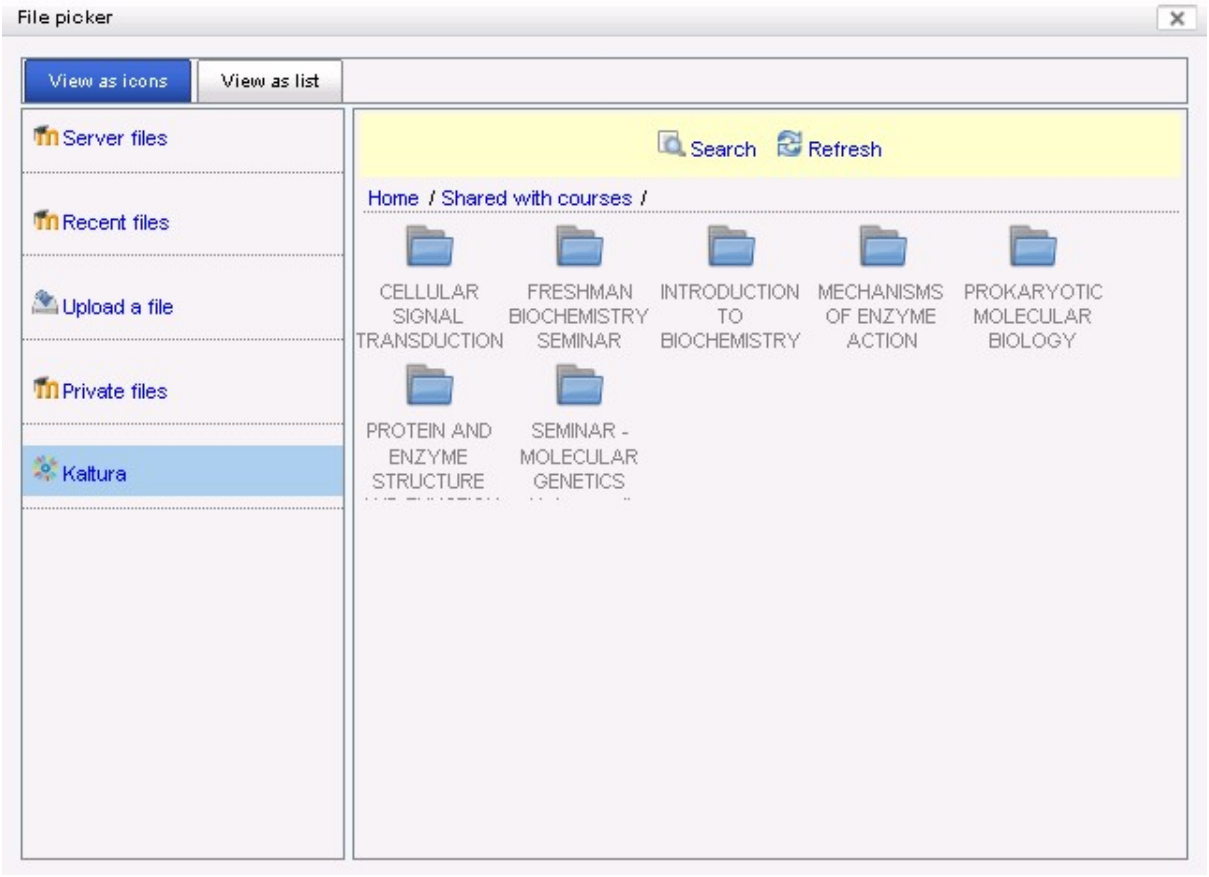
To browse for media

1. In the File picker on the Kaltura Repository tab, select the source you want to browse, for

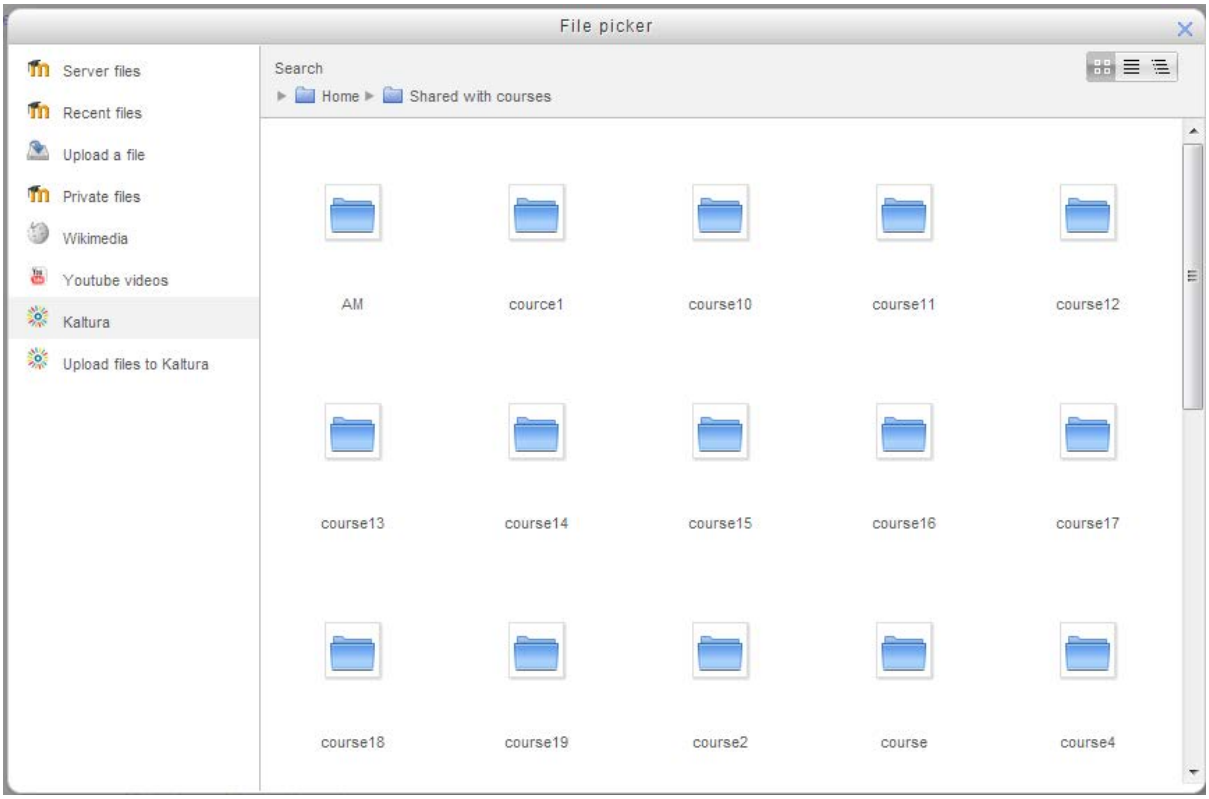
example “Shared Videos”[1].

2. If you chose “Shared Videos”[1] or “Used Videos”[1], a list of all the courses you have admissible permission to is displayed.

Moodle 2.2 and earlier:

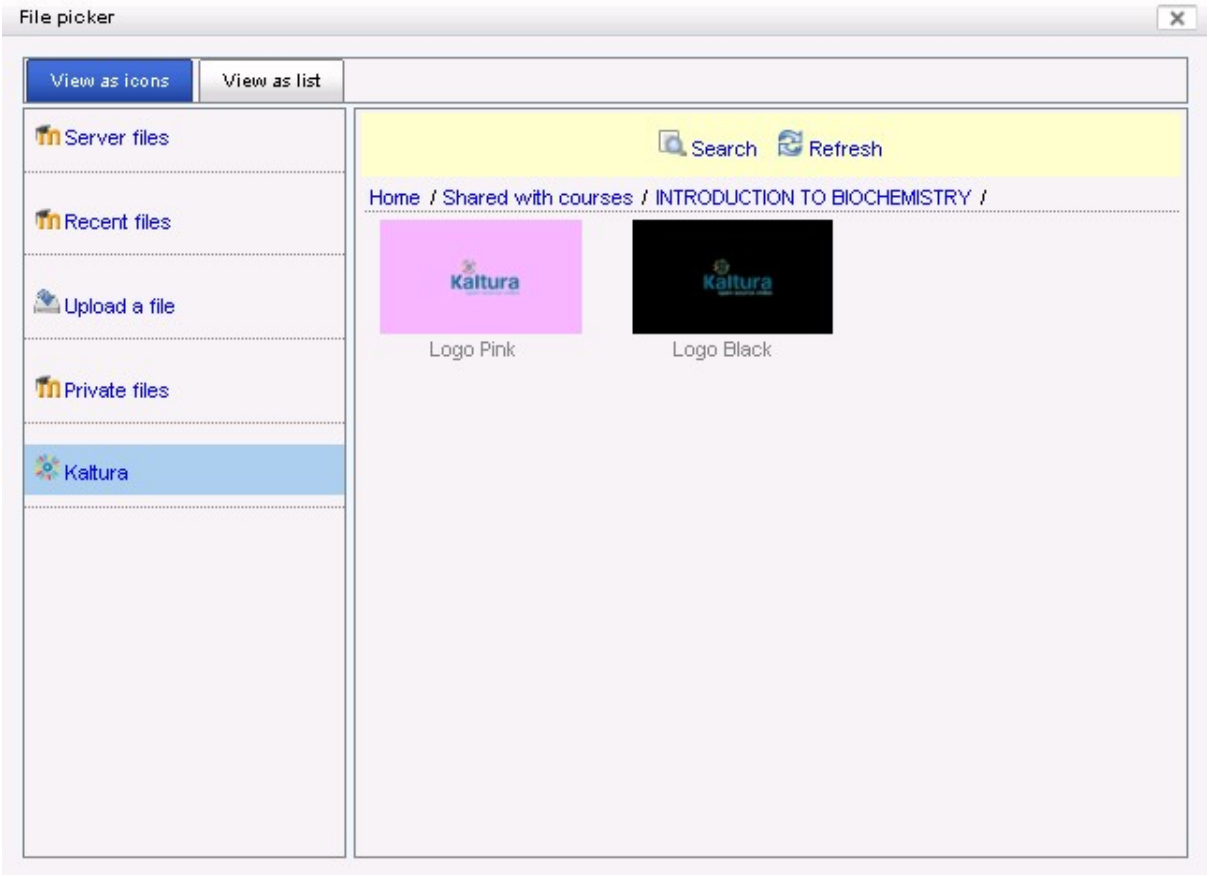


Moodle 2.3:

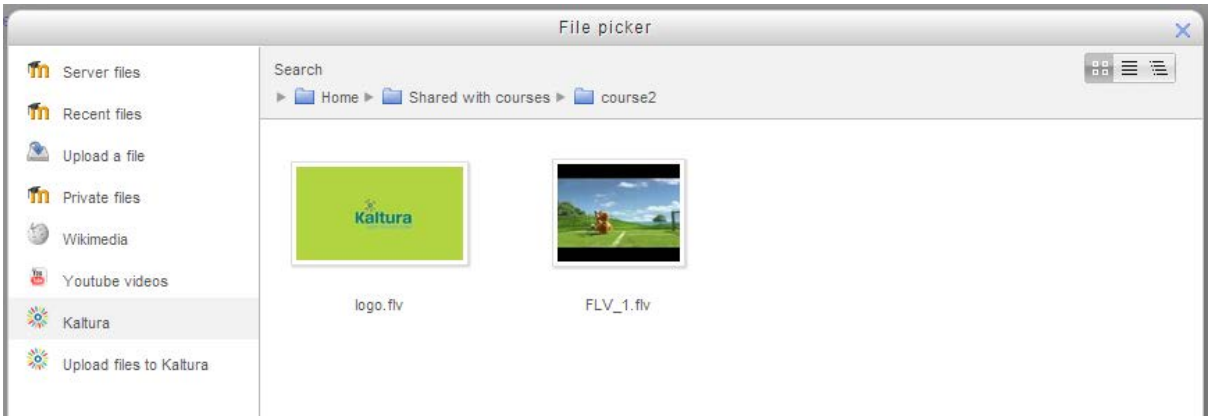


3. Browse to the course you want to select.
   A list of videos is displayed.

Moodle 2.2 and earlier:

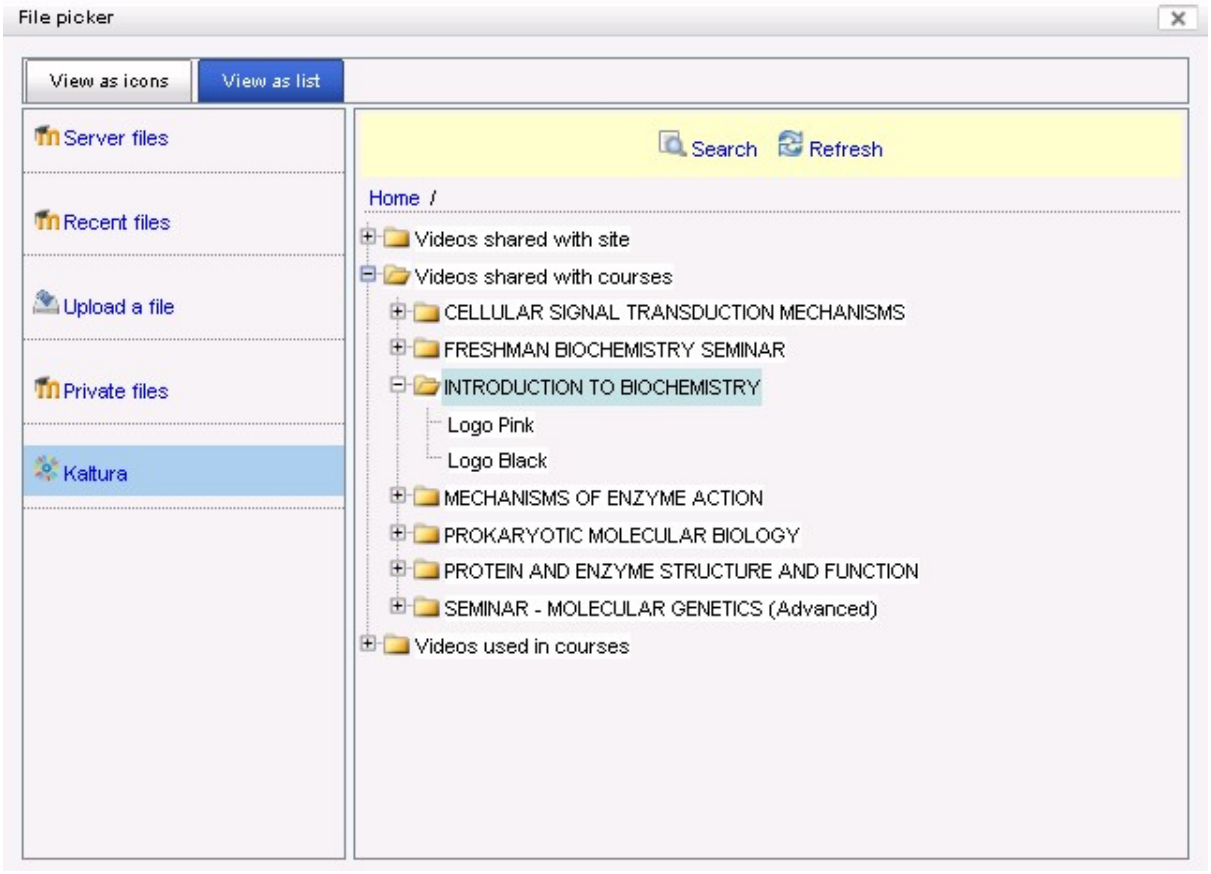


Moodle 2.3:



4. Either select the media you want to use or go back using the breadcrumbs.

Moodle 2.2 and earlier:



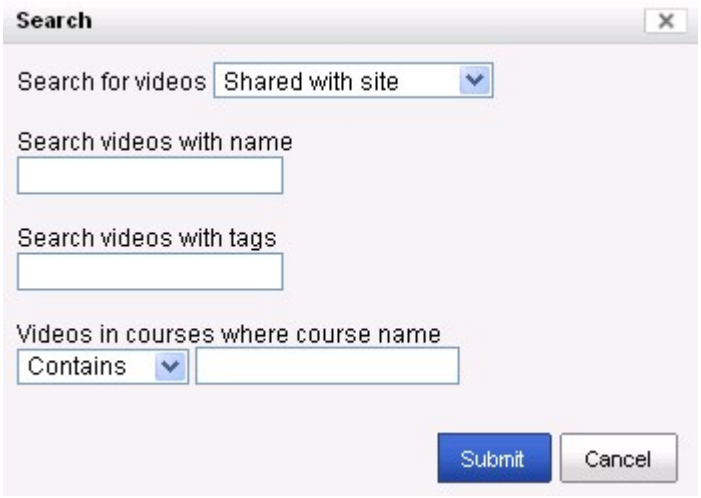
Moodle 2.3:

To search for media

NOTE: Search results are limited solely to media items in courses that you have the relevant permission to access.

Moodle 2.2 and earlier:

1. In the File picker on the Kaltura Repository tab, click **Search**.
   A modal box for search is displayed.

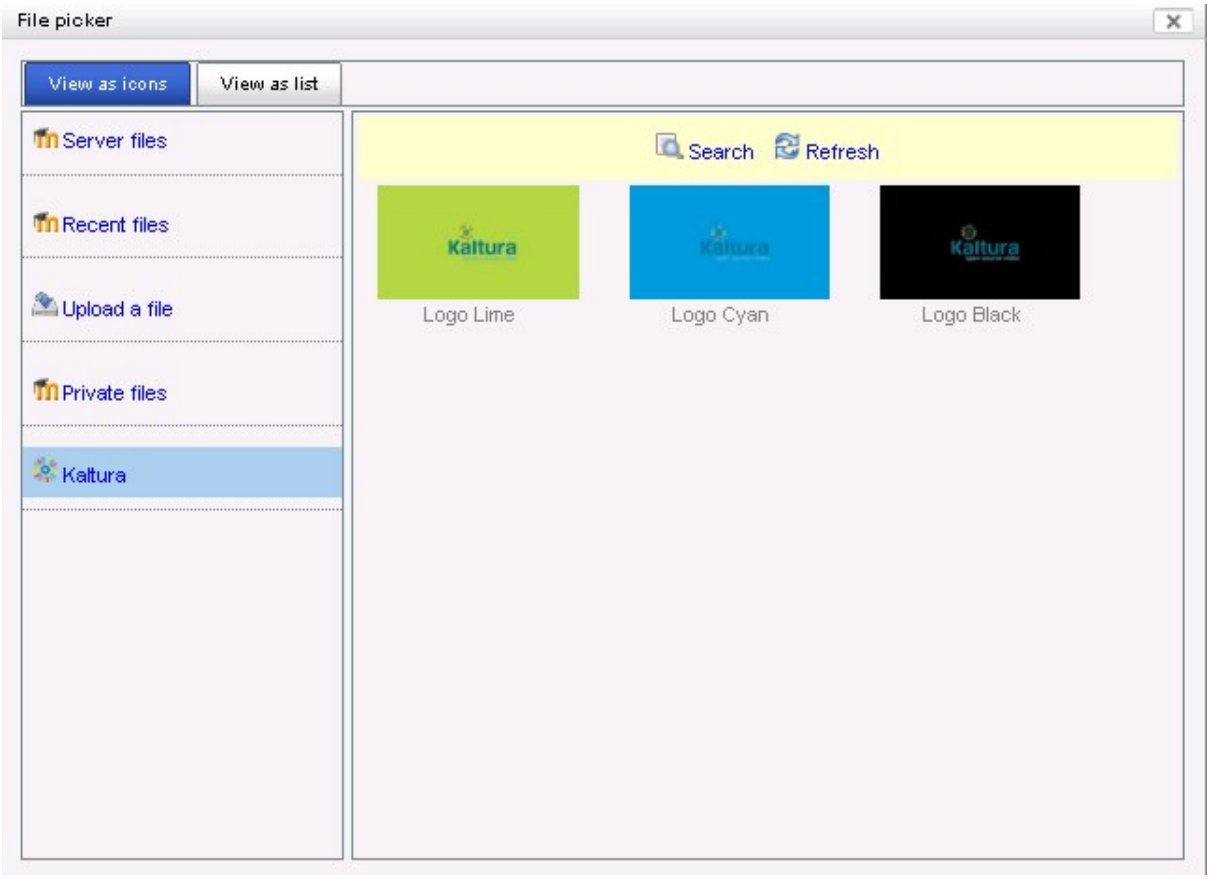


2. Choose the source of media you are searching for from one of the following options:
   a. Shared with courses
   b. Shared with site
   c. Used in courses
   d. Your own
3. (Optional) Enter the media Name and/or Tags as search strings.

NOTE: If you input search criteria in both text fields, the result includes media that matches either the input keyword in the Name or the input keyword in the Tags.

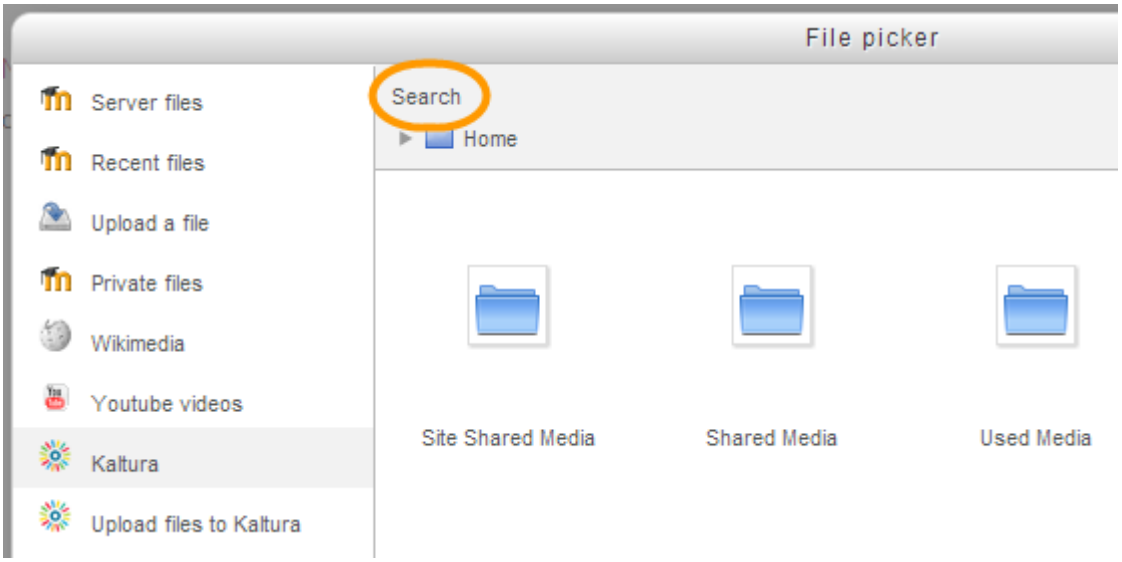
4. (Optional) For searches over media 'Used in courses' or 'Shared with courses', you can further limit the search to specific keywords in the course/s Name.
5. Click **Submit** to execute the search query.

   The file picker is displayed with the search results shown as a flat list.
   You can select the media you want to use.

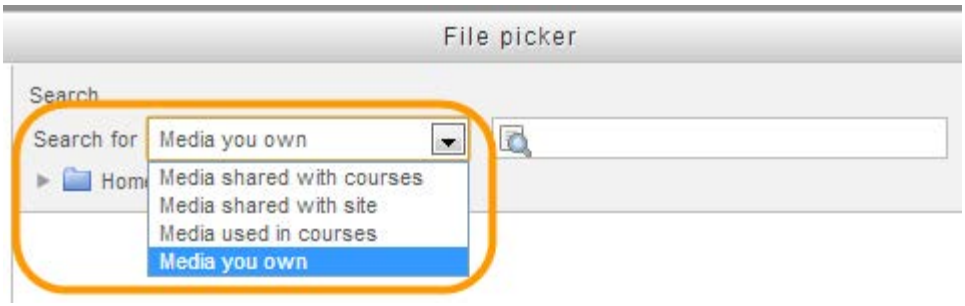


Moodle 2.3:

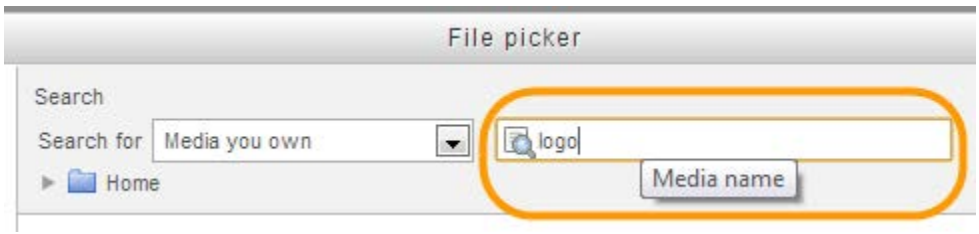
1. In the File Picker on the Kaltura Repository tab, click **Search**.



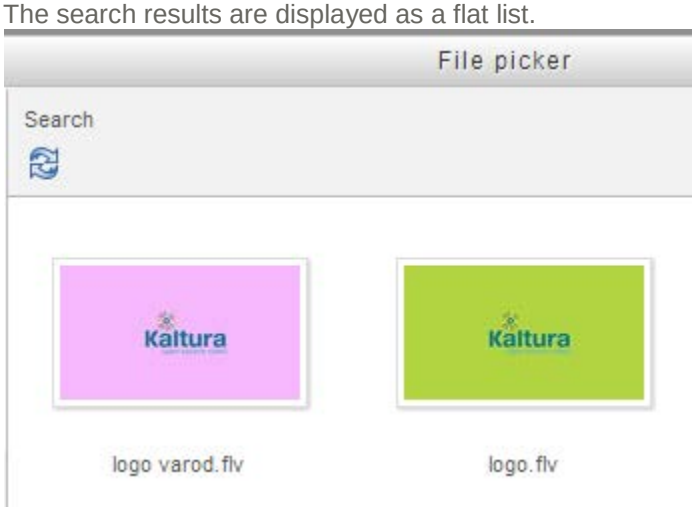
2. In the *Search for* menu, select one of the following sources for the media you are searching for:
   - Media shared with courses
   - Media shared with site
   - Media used in courses
   - Media you own



3. (Optional) In the Media Name field, enter the name of the media to search for.



4. In the Media Name field, press the Enter key.
   The search results are displayed as a flat list.

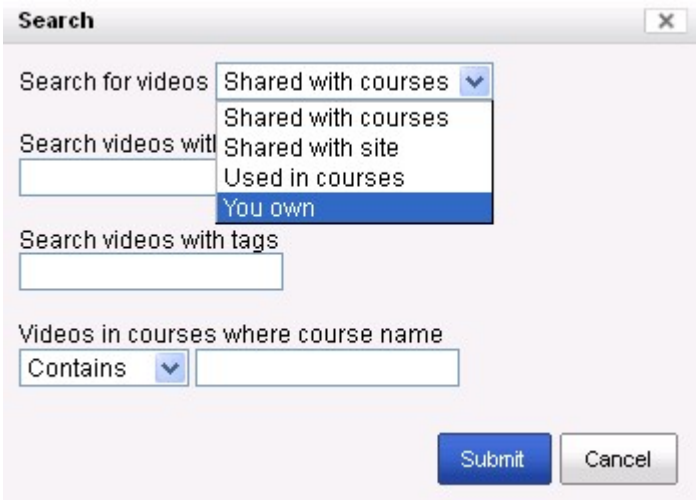


5. In the File Picker on the search results page, do one of the following:
   - Select the media you want to use.
   - Click **Search** to define a new search.
   - Click the button to return to the Kaltura Repository tab home page.

To select from your own media

Moodle 2.2 and earlier:

1. In the File picker on the Kaltura Repository tab, click **Search**.
   A modal box for search is displayed.

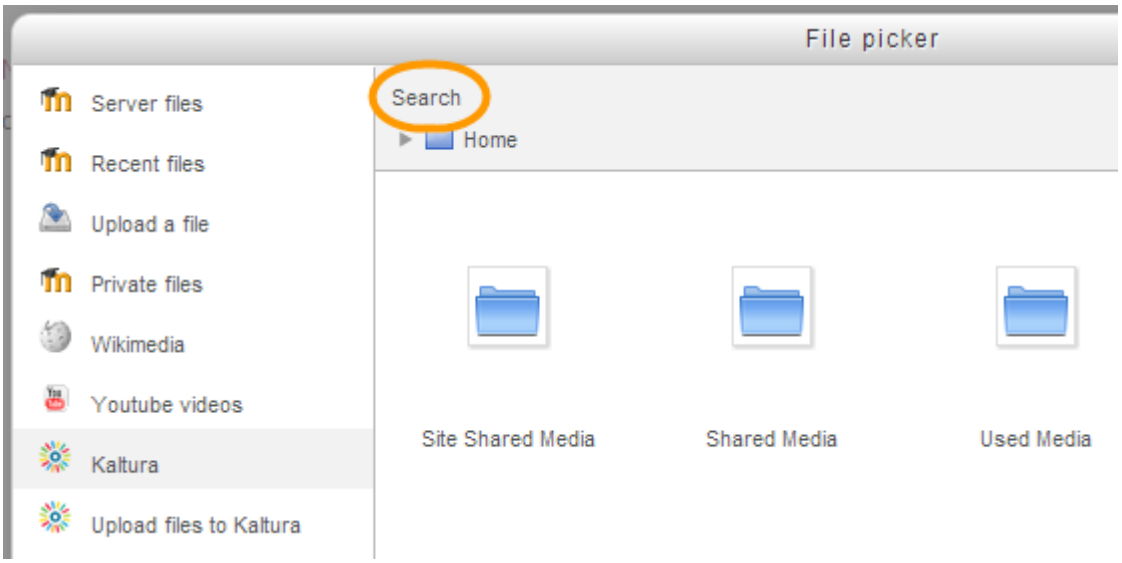


2. Choose **You own** in the 'Search for videos' dropdown.
3. (Optional) Narrow the search results by typing additional search criteria in the other fields.
4. Click **Submit**.

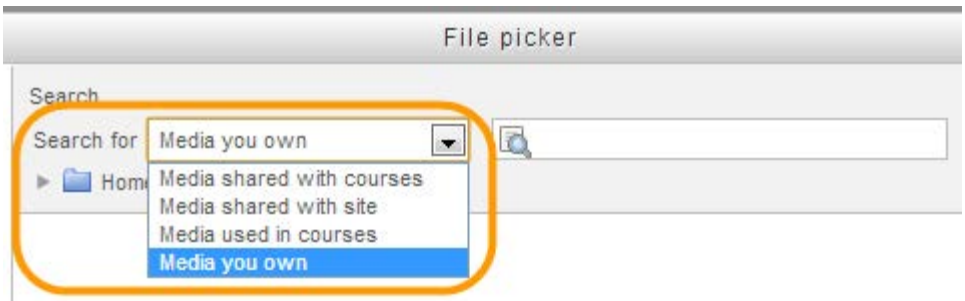
   The File Picker displays the search results for media that you own.
   You can select the media you want to use.

Moodle 2.3:

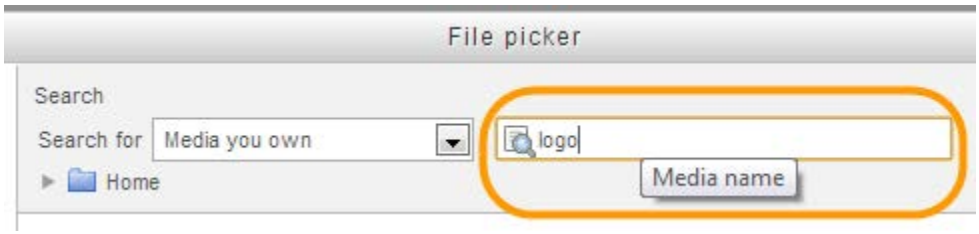
1. In the File Picker on the Kaltura Repository tab, click **Search**.



2. In the *Search for* menu, select **Media you own**.



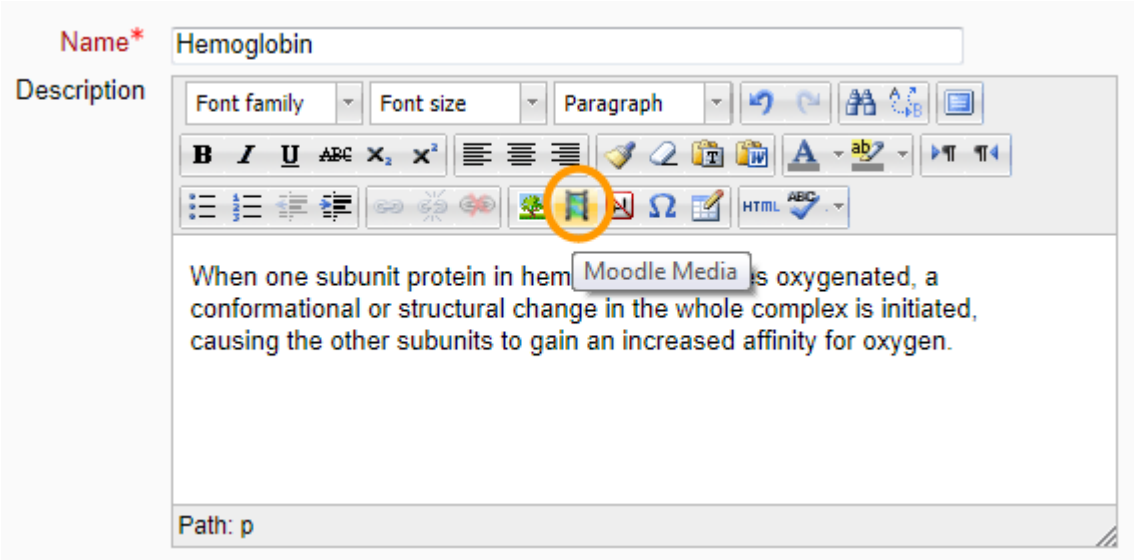
3. (Optional) In the Media Name field, enter the name of the media to search for.



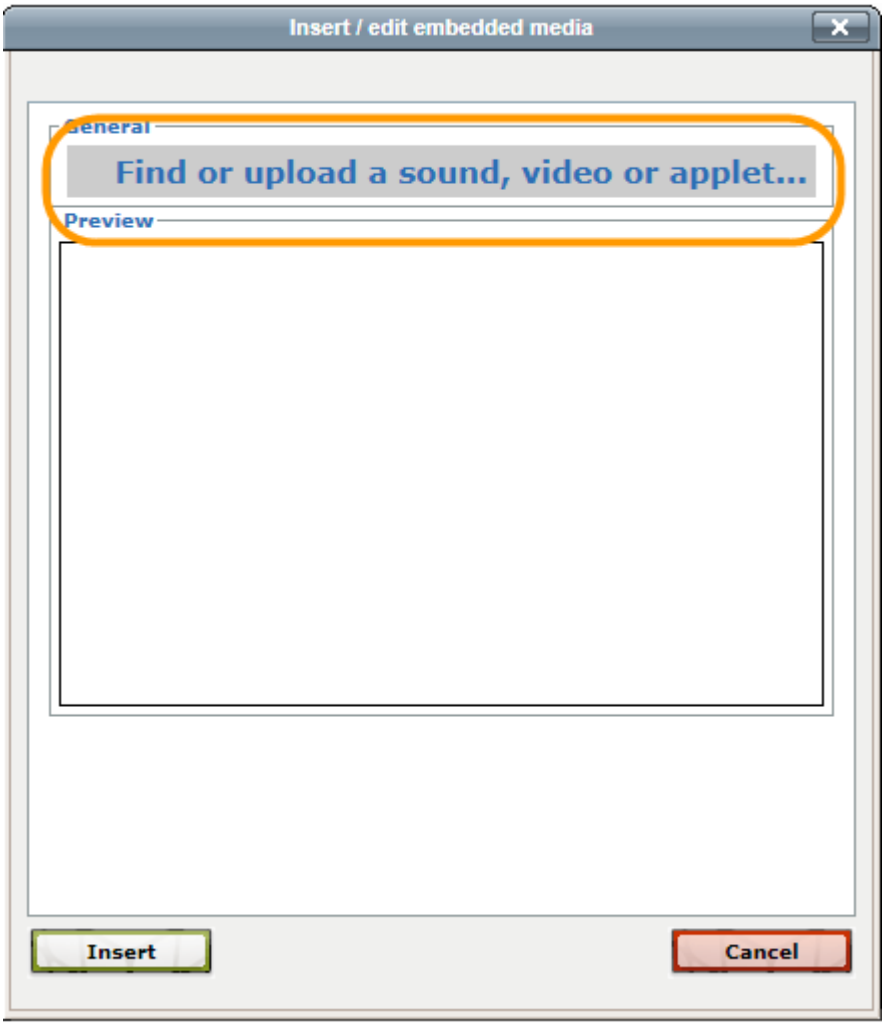
4. In the Media Name field, press the Enter key.
   The File Picker displays the search results for media that you own.
   You can select the media you want to use.

To embed new media in the text editor

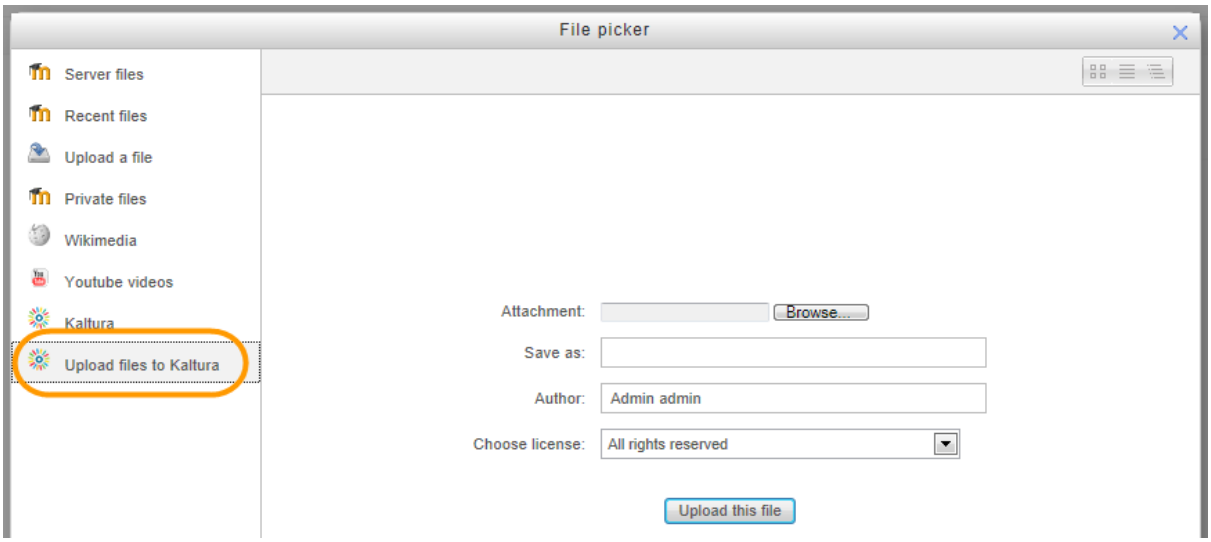
1. Click the Moodle Media button in the text editor.



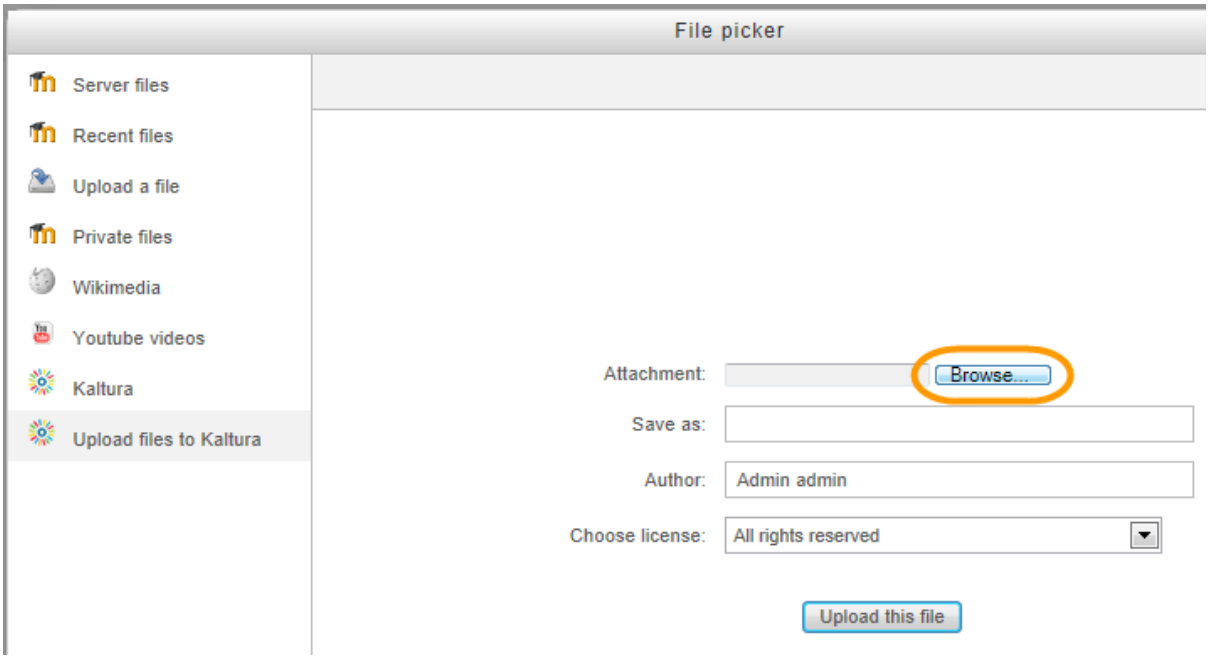
2. In the Insert/Edit Embedded Media window, click **Find or upload a sound, video or applet**.



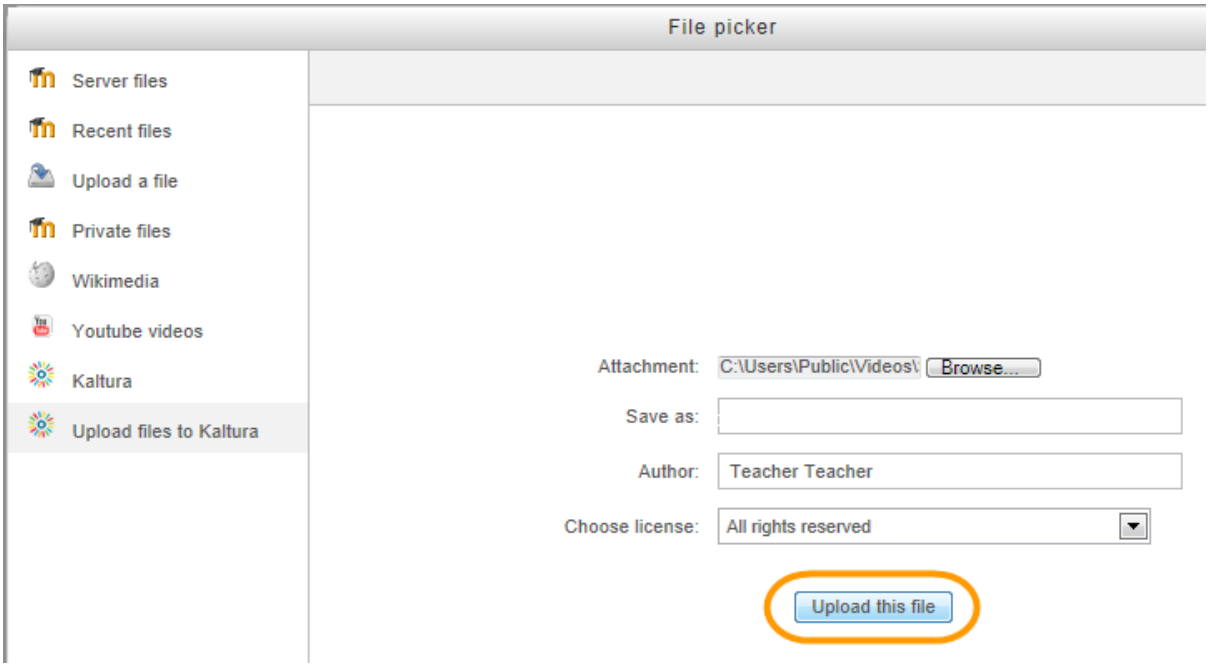
3. In the File Picker, click **Upload files to Kaltura**.



4. In the File Picker, click **Browse** and select a file.

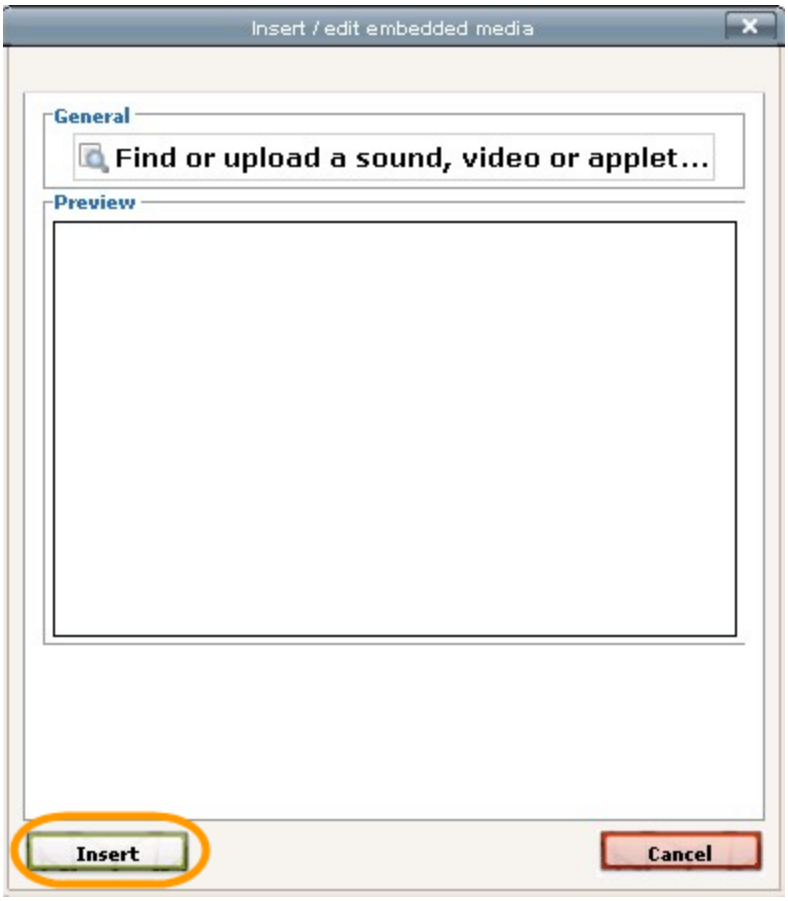


5. In the File Picker, skip the metadata fields and click **Upload this file**.

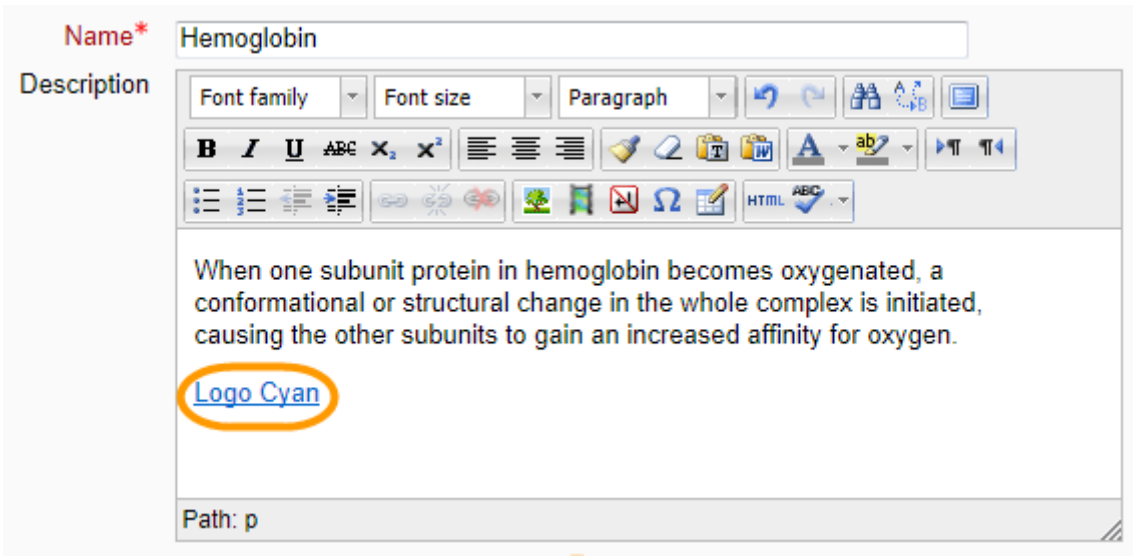


6. In the Insert/Edit Embedded Media window, click **Insert** to embed the new media in the text editor.

   No preview is displayed.



In the text editor, the embedded media is represented as a link.


Name*
Hemoglobin
Description
Font family
Font size
Paragraph
When one subunit protein in hemoglobin becomes oxygenated, a conformational or structural change in the whole complex is initiated, causing the other subunits to gain an increased affinity for oxygen.
Logo Cyan
Path: p

When displayed outside of the editing mode, the media is displayed as an embedded player.

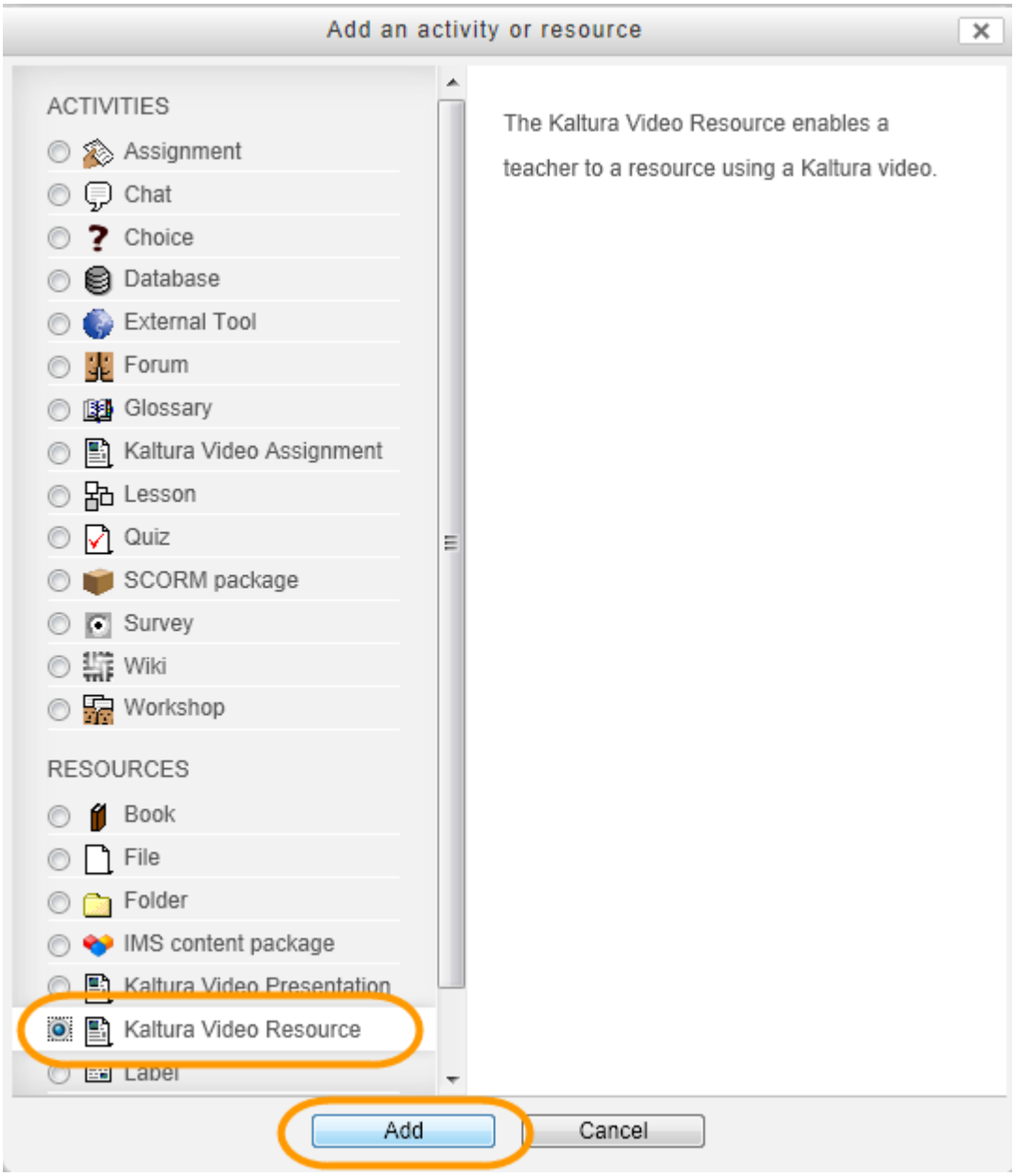
Creating Video Resources

Teachers and administrators can create video resources that will be displayed inline within a course.

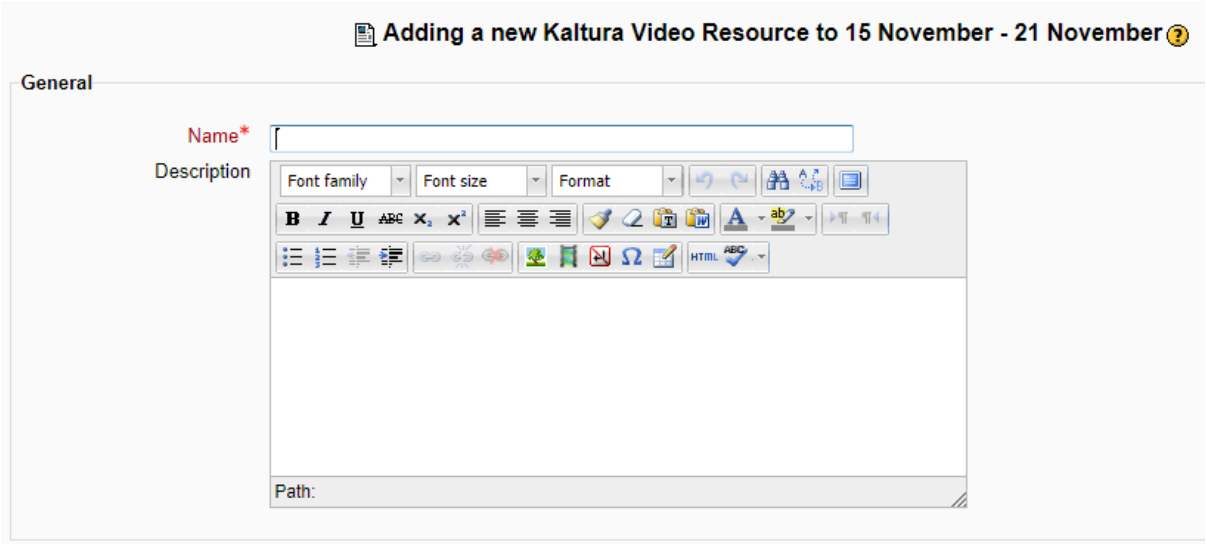
To create a Video Resource

1. In the relevant part of the course that you want the resource to appear in, click **Add an activity or resource**.

2. In the Add an activity or resource window, select *Kaltura Video Resource* under Resources and click **Add**.



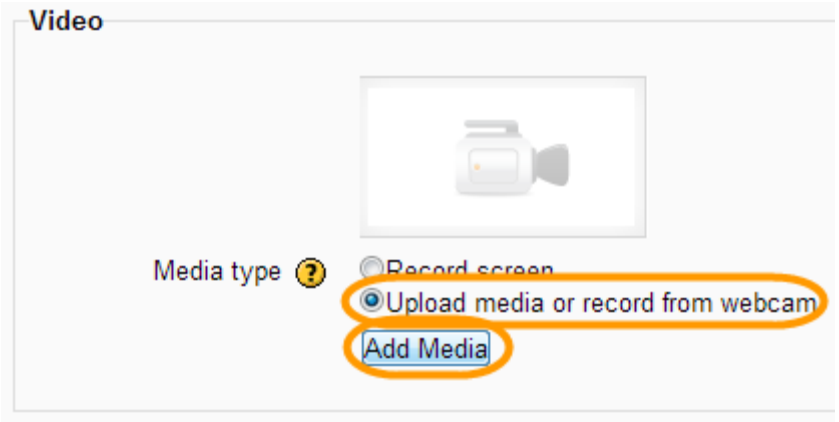
3. In the General section of the Adding a new Kaltura Video Resource page, enter the Kaltura Video Resource's name and summary.



4. In the Video section of the Adding a new Kaltura Video Resource page, choose a media type.

   - To upload media, select My Content media, or record and upload a webcam video:

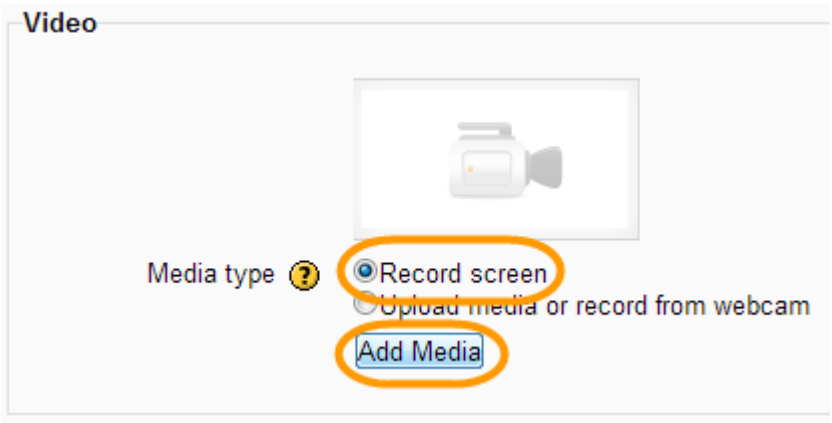
     Select *Upload media or record from webcam* and click **Add Media** to launch the Kaltura Uploader.



     Follow the Uploading Your Media Using the Kaltura Uploader procedure.

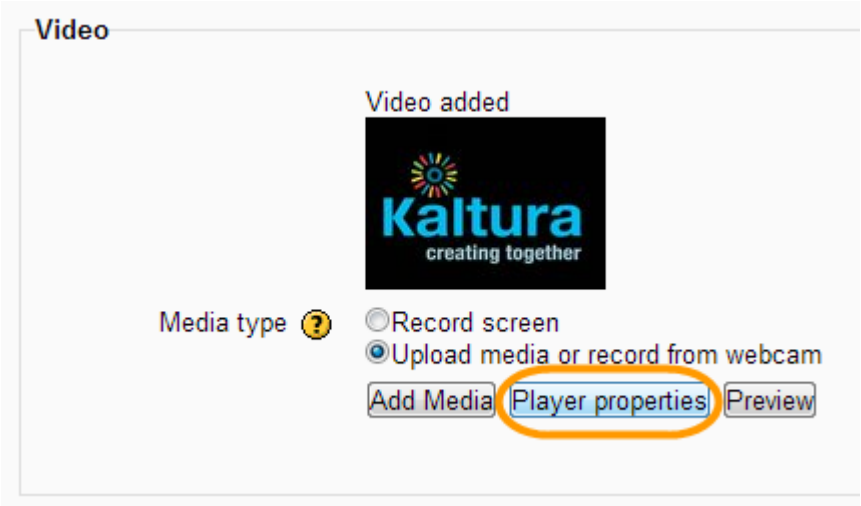
   - To record your screen and upload the recording:

     Select *Record screen* and click **Add Media** to launch the Screen Recorder.

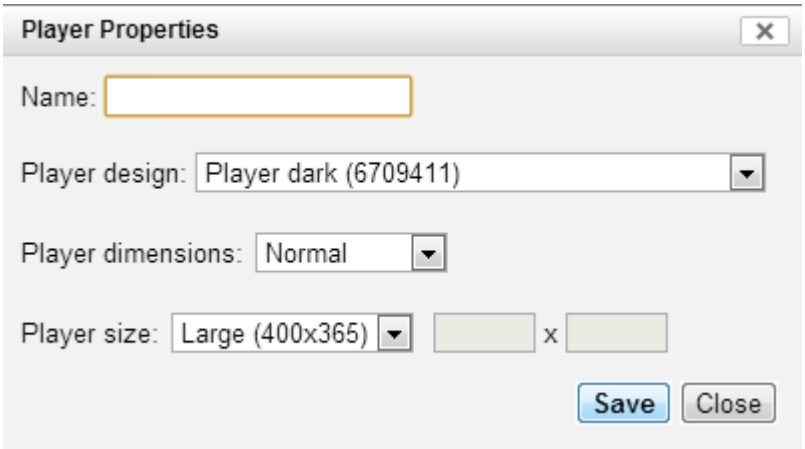


     Follow the Recording Your Screen procedure.

5. After the video is added to the Video section of the Adding a new Kaltura Video Resource page, click **Player properties**.



6. In the Player Properties window, enter a name, select the player design (availability depends on configuration), select the player dimensions, specify the player size, and click **Save**.



7. In the Video section of the Adding a new Kaltura Video Resource page, click **Preview** to view the added video in the selected player.

NOTE: Previewing the video is only available after the video finished the transcoding and conversion process within the Kaltura system. This may take a few minutes and depends mostly on the video duration.

8. On the Adding a new Kaltura Video Resource page, click **Save and display** or **Save and return to course** to save the video resource and make it available for course participants.

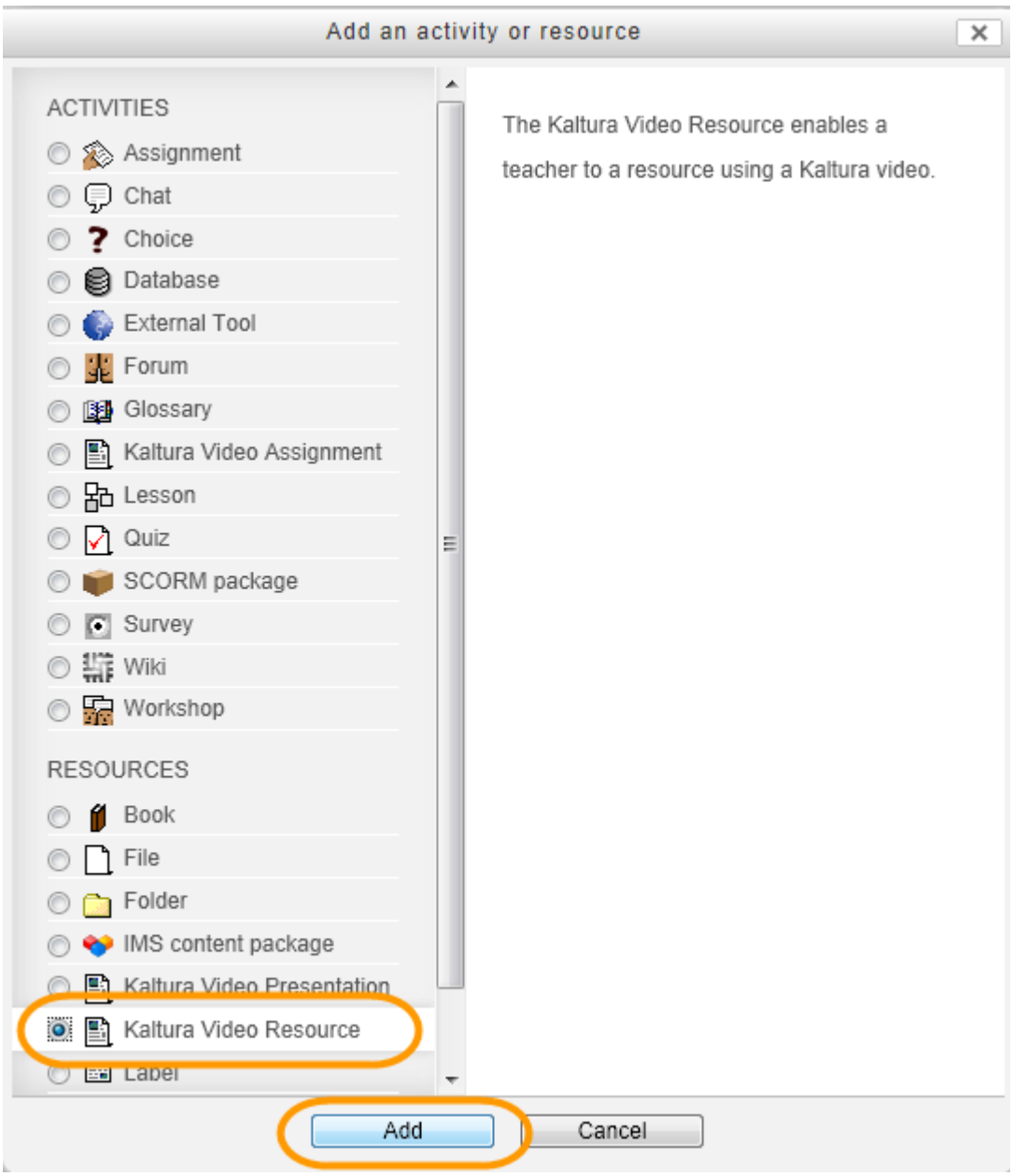
Creating Video Presentation Resources

The Video Presentation Resource creates a synchronized view of a video aside a document, with key points that can be edited by the author.

To create a Video Presentation Resource

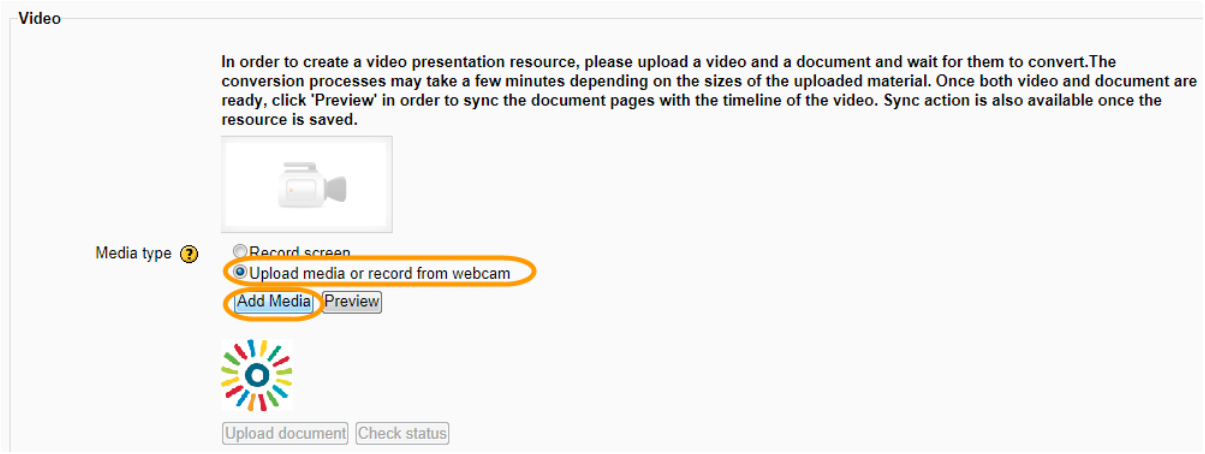
1. In the relevant part of the course that you want the resource to appear in, click **Add an activity or resource**.

2. In the Add an activity or resource window, select *Kaltura Video Presentation* under Resources and click **Add**.



3. In the General section of the Adding a new Kaltura Video Presentation page, enter the Kaltura Video Presentation's Name and Summary.
4. In the Video section of the Adding a new Kaltura Video Presentation page, choose a media type.
   - To upload media, select My Content media, or record and upload a webcam video:

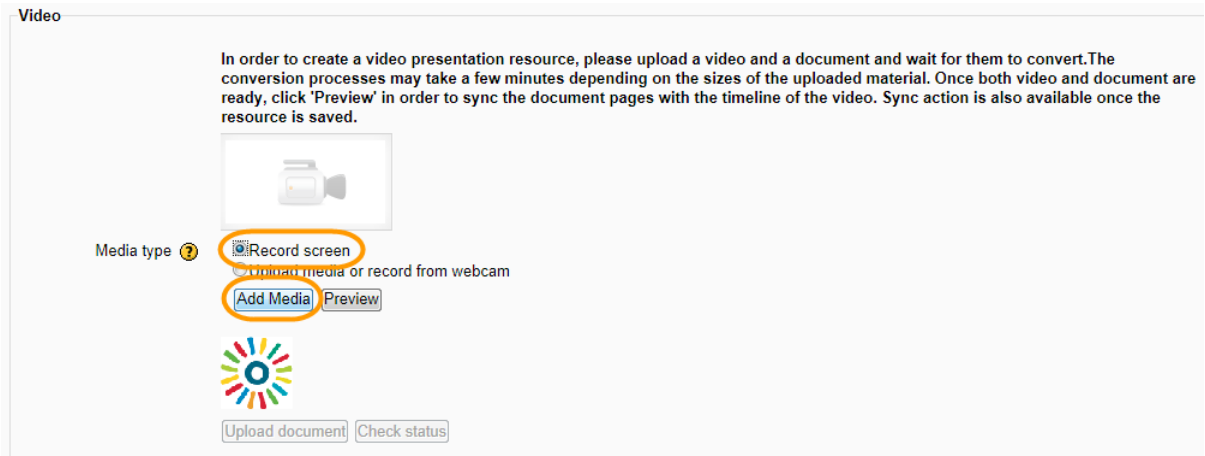
     Select *Upload media or record from webcam* and click **Add Media** to launch the Kaltura Uploader.


Video
In order to create a video presentation resource, please upload a video and a document and wait for them to convert.The conversion processes may take a few minutes depending on the sizes of the uploaded material. Once both video and document are ready, click 'Preview' in order to sync the document pages with the timeline of the video. Sync action is also available once the resource is saved.
Media type
Record screen
Upload media or record from webcam
Add Media
Preview
Upload document
Check status

     Follow the Uploading Your Media Using the Kaltura Uploader procedure.

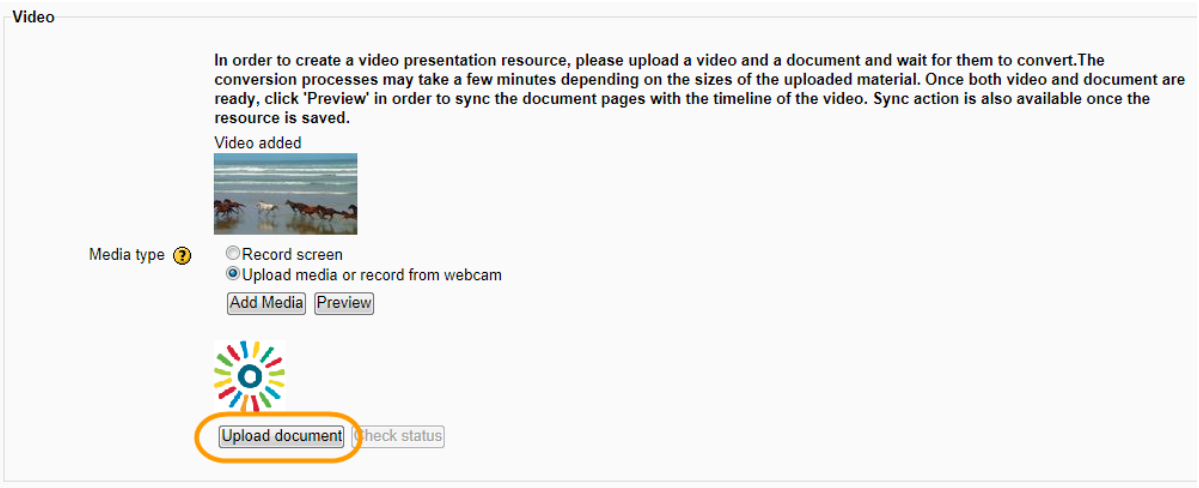
   - To record your screen and upload the recording:

     Select *Record screen* and click **Add Media** to launch the Screen Recorder.


Video
In order to create a video presentation resource, please upload a video and a document and wait for them to convert.The conversion processes may take a few minutes depending on the sizes of the uploaded material. Once both video and document are ready, click 'Preview' in order to sync the document pages with the timeline of the video. Sync action is also available once the resource is saved.
Media type
Record screen
Upload media or record from webcam
Add Media
Preview
Upload document
Check status

     Follow the Recording Your Screen procedure.

5. In the Video section of the Adding a new Kaltura Video Presentation page, click **Upload document** to upload the document to be synchronized with the video. Supported documents include *.pot; *.doc; *.axles; *.odds; *.odd; *.odd; *.pot; *.docks; *.puff; *.lax; *ppt; *pdf.

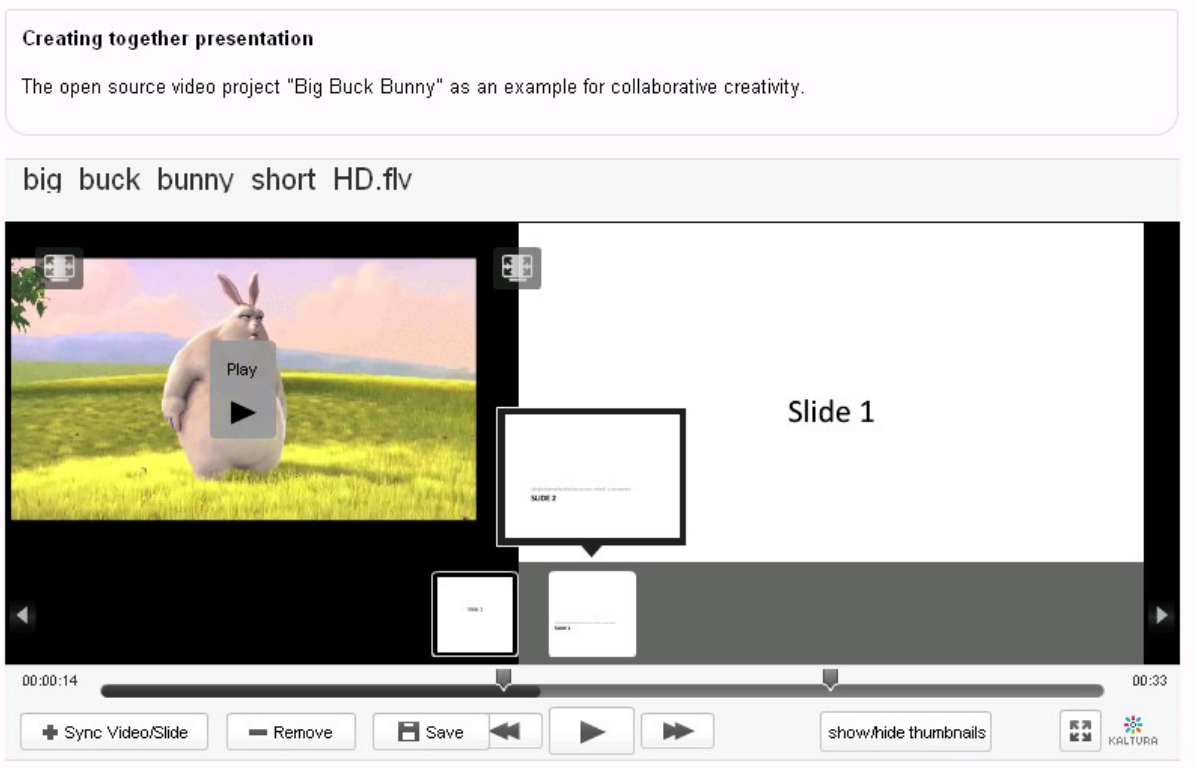

Video
In order to create a video presentation resource, please upload a video and a document and wait for them to convert.The conversion processes may take a few minutes depending on the sizes of the uploaded material. Once both video and document are ready, click 'Preview' in order to sync the document pages with the timeline of the video. Sync action is also available once the resource is saved.
Video added
Media type
Record screen
Upload media or record from webcam
Add Media
Preview
Upload document
Check status

6. Wait until both assets have finished converting:

   To check the status of the video conversion process, click **Preview**.

   To check the status of the document conversion process, click **Check status**.

7. When both video and document are ready, click **Preview** to synchronize the document pages with the timeline of the video. You can also sync after saving the resource when viewing it as a teacher.



8. On the presentation widget, you can sync slides to key points in the video using the Presentation Widget controls. Play the video or drag the video scrubber to the selected place for the selected slide/page within the document, and click **Sync Video/Slide**.
9. On the presentation widget, click **Save** when you are done.
10. On the Adding a new Kaltura Video Presentation page, click **Save and display** or **Save and return to course** to save the video presentation and make it available for course participants.

    As students play the presentation, the video plays while the slides automatically rotate in full

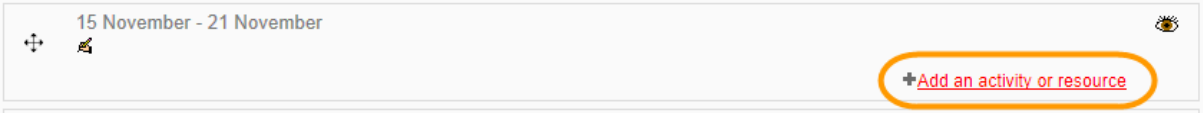
synchronization, based on the key points set by the presenter. Students can easily navigate through the slides with Forward and Back buttons, or by clicking a specific slide thumbnail.

Creating and Grading Video Assignments

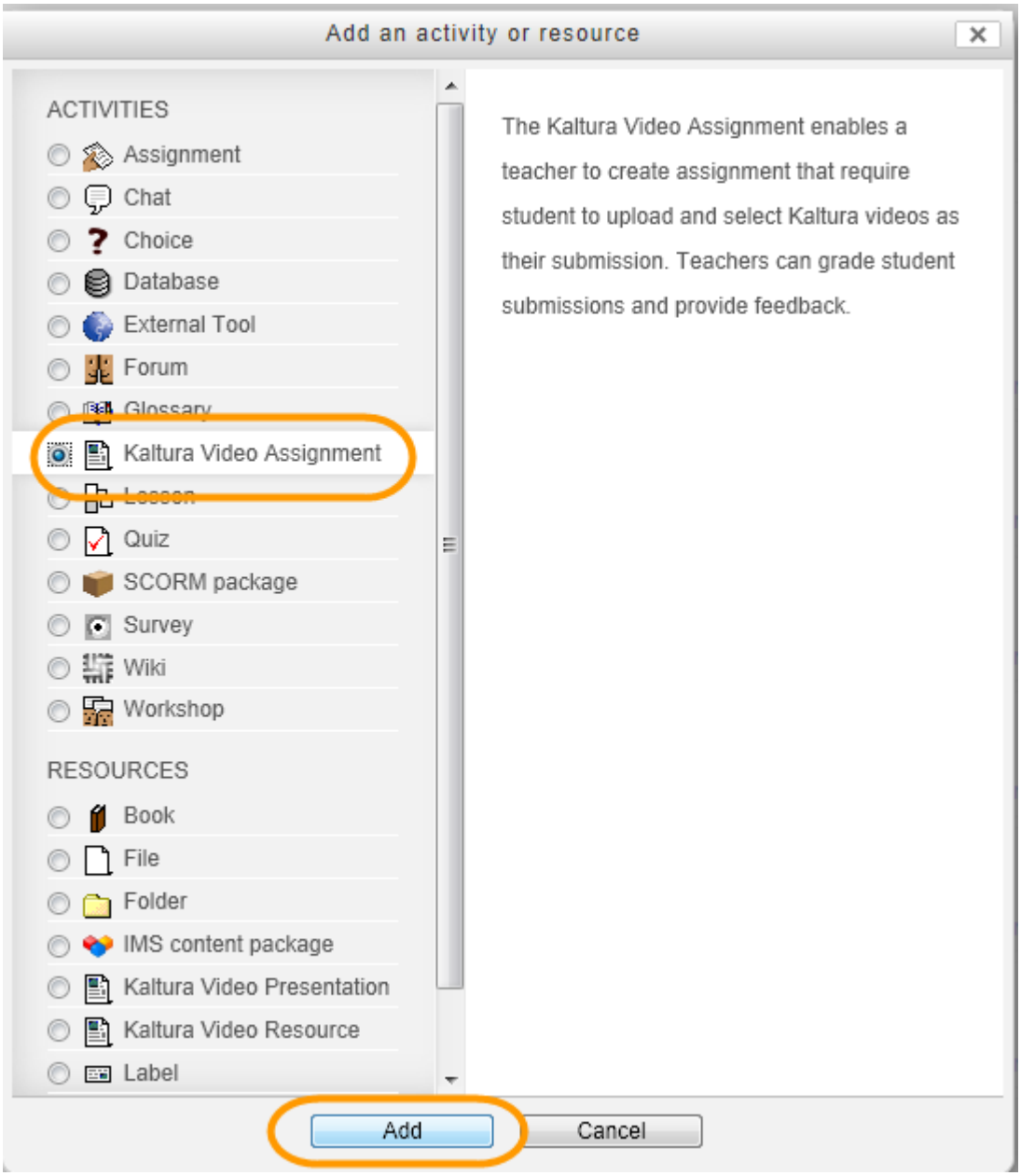
Teachers can create a Kaltura Video Assignment that requires students to submit videos as assignments. Following submissions, teachers can view the submitted videos, provide feedback and grade the video assignments.

To create a Video Assignment (Teacher)

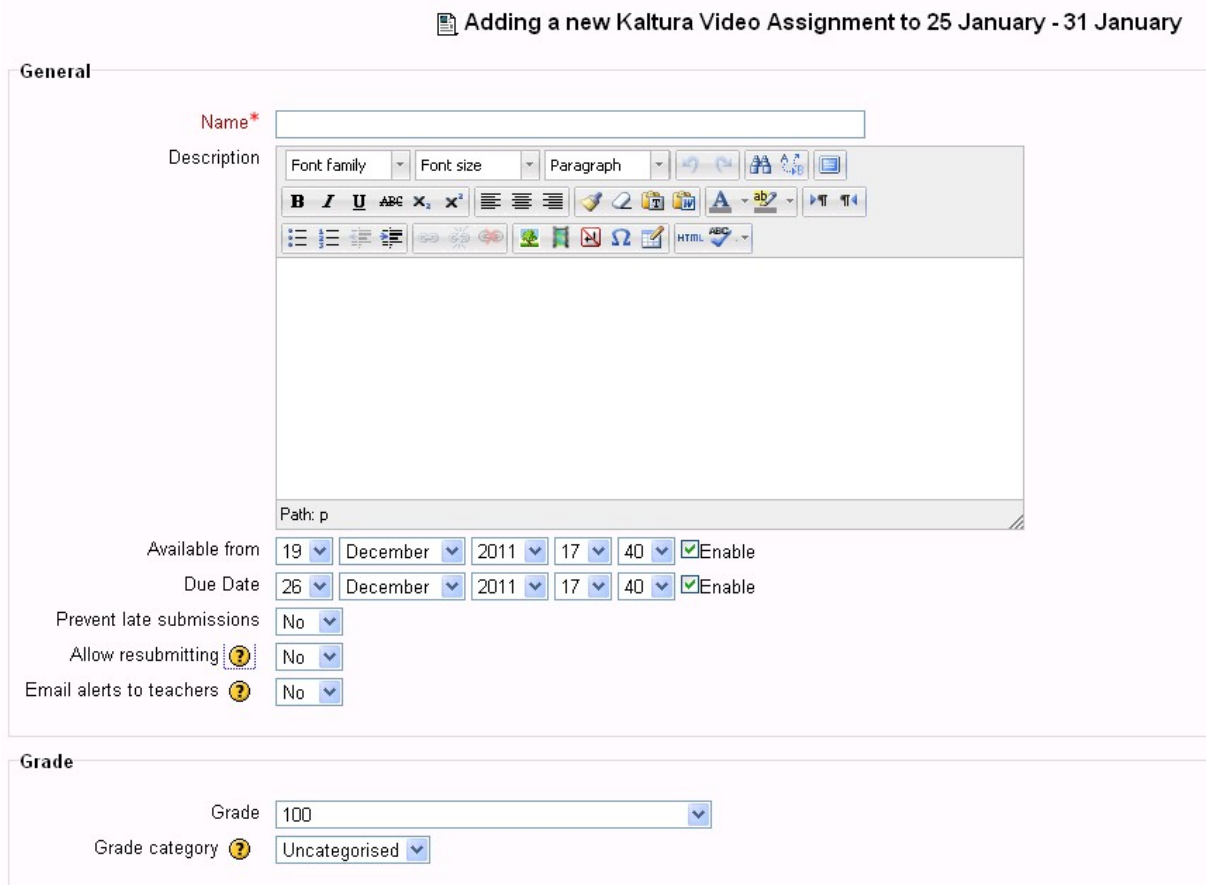
1. In the relevant part of the course that you want the activity to appear in, click **Add an activity or resource**.



2. In the Add an activity or resource window, select *Kaltura Video Assignment* under Activities and click **Add**.



The Adding a new Kaltura Video Assignment page opens.

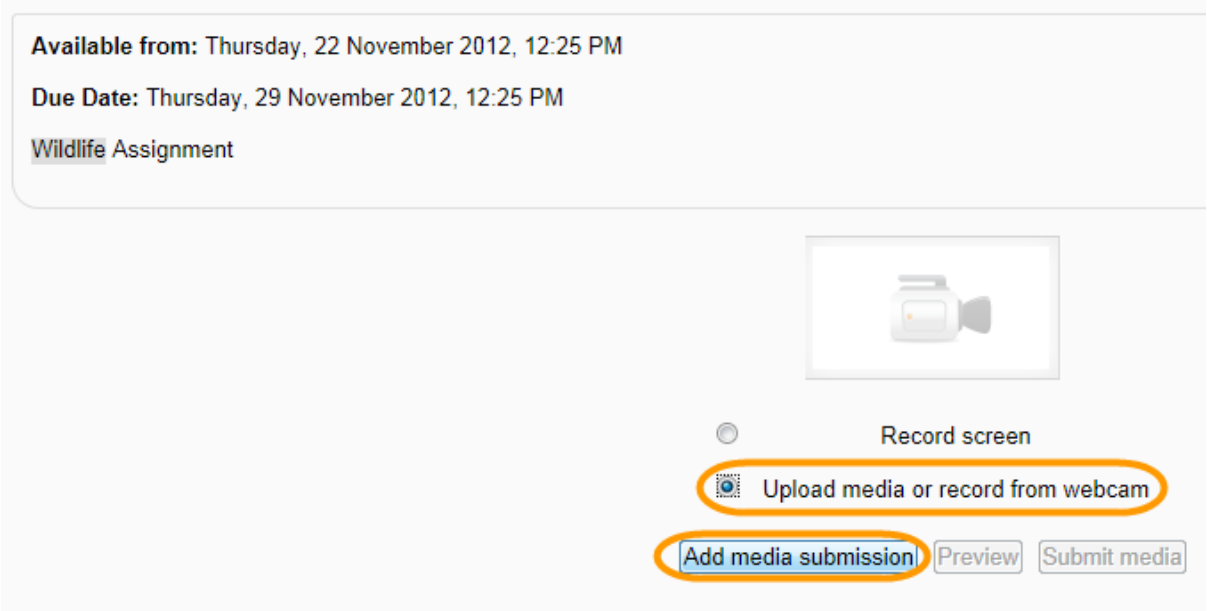


3. In the General section, enter the Kaltura Video Assignment's name and description and select assignment properties:
   a. Availability dates
   b. Whether to prevent late submissions
   c. Whether to allow resubmitting
   d. Whether to receive email notification whenever students add or update an assignment submission
4. In the Grade section, enter the Kaltura Video Assignment's grading scale.
5. Click **Save and display** or **Save and return to course** to save the video assignment and make it available for course participants.

To submit a video assignment (Student)

1. Click the Assignment link.
2. On the assignment page, choose a media type.
   - To upload media, select My Content media, or record and upload a webcam video:

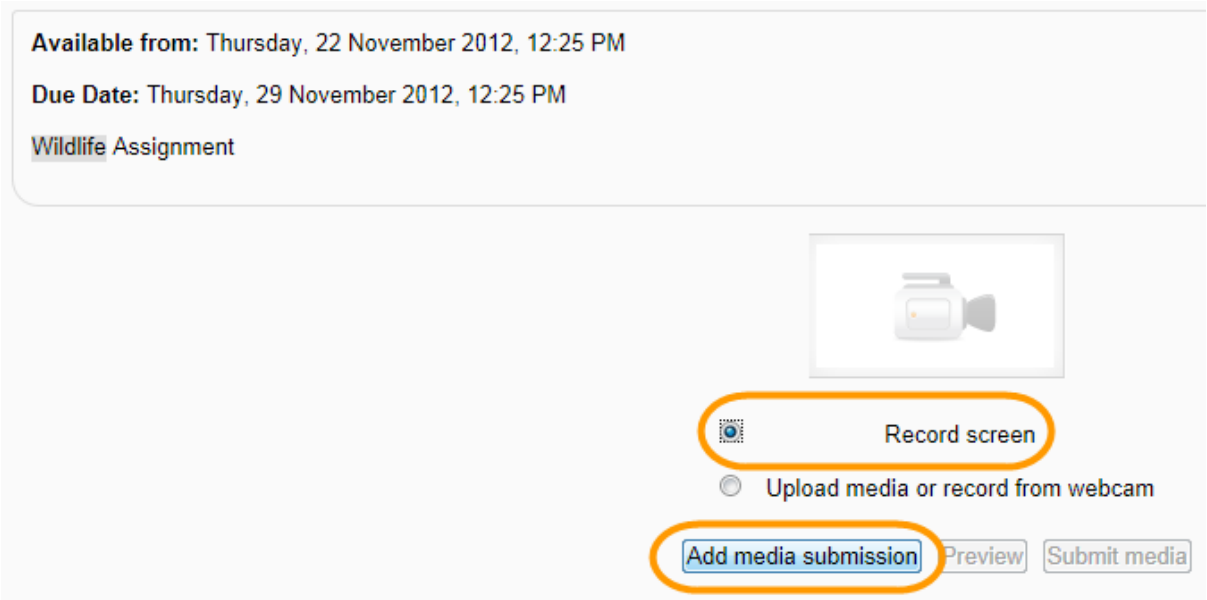
     Select *Upload media or record from webcam* and click **Add media submission** to launch the Kaltura Uploader.


Available from: Thursday, 22 November 2012, 12:25 PM
Due Date: Thursday, 29 November 2012, 12:25 PM
Wildlife Assignment
Record screen
Upload media or record from webcam
Add media submission
Preview
Submit media

Follow the Uploading Your Media Using the Kaltura Uploader procedure.

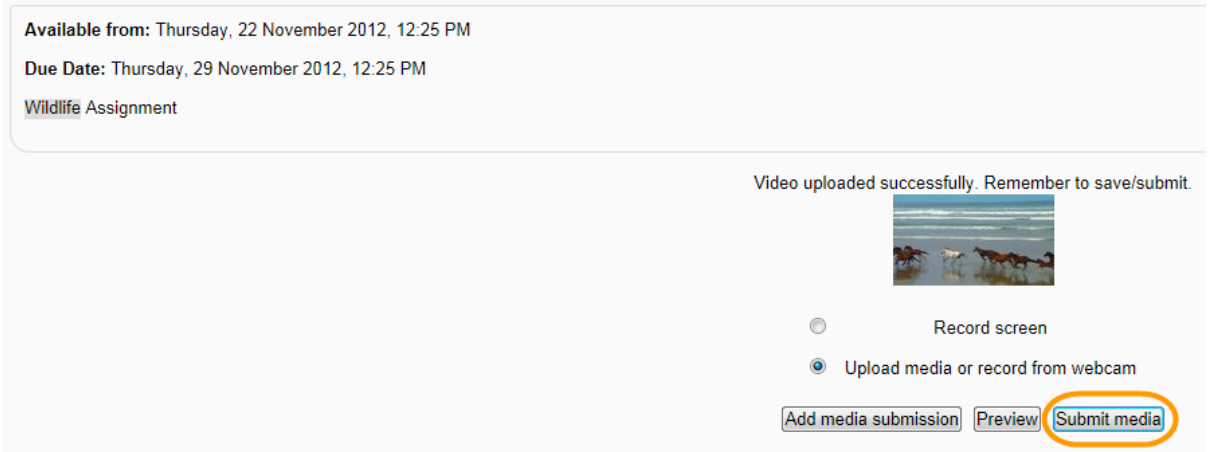
- To record your screen and upload the recording:

  Select *Record screen* and click **Add media submission** to launch the Screen Recorder.

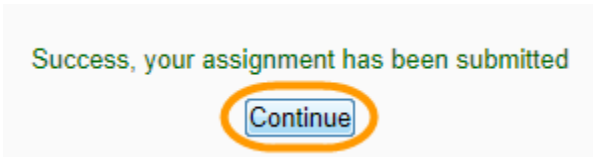

Available from: Thursday, 22 November 2012, 12:25 PM
Due Date: Thursday, 29 November 2012, 12:25 PM
Wildlife Assignment
Record screen
Upload media or record from webcam
Add media submission
Preview
Submit media

Follow the Recording Your Screen procedure.

3. After the video is uploaded, you can replace your media submission, preview your submission, or click **Submit media** to submit the assignment.

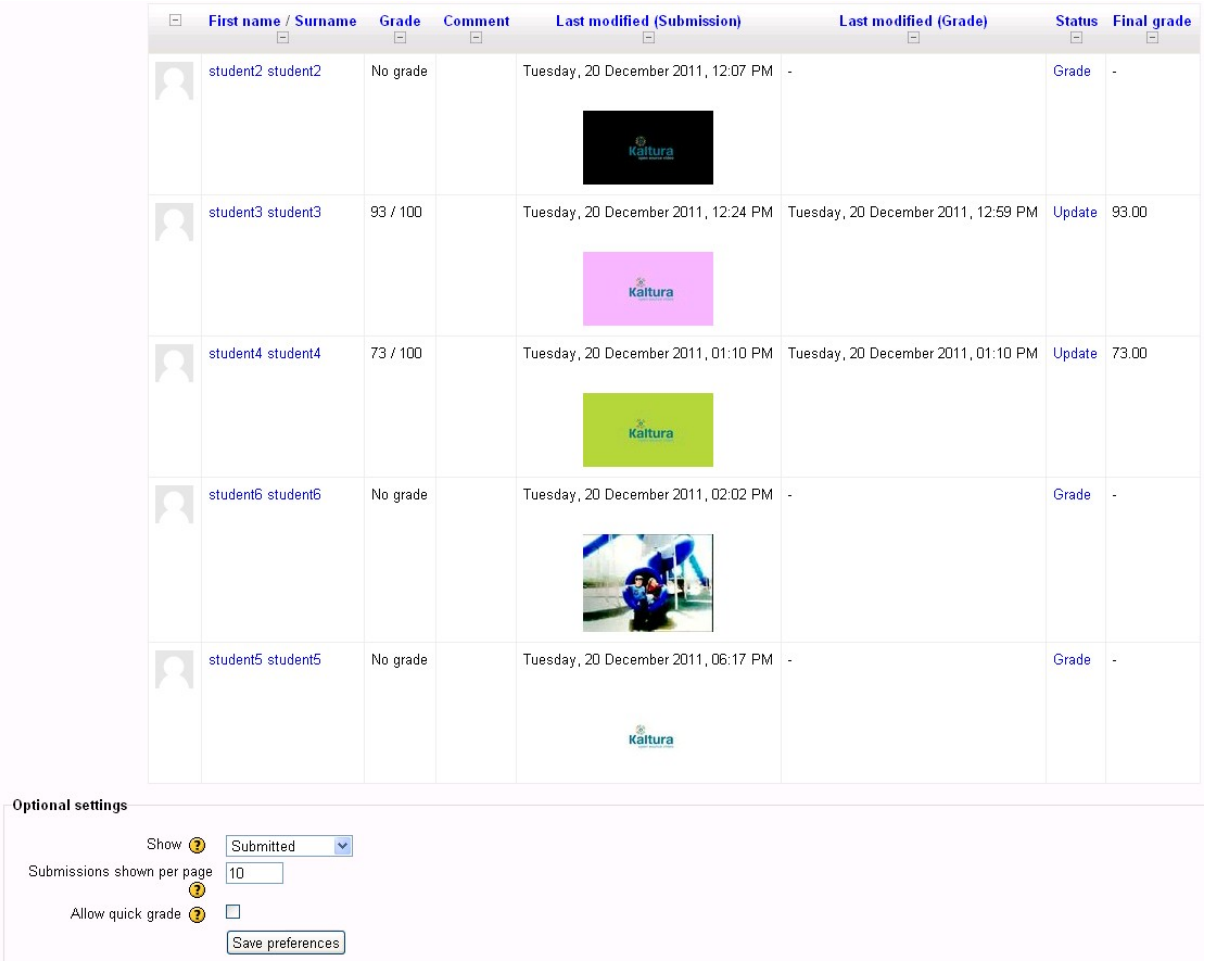

Available from: Thursday, 22 November 2012, 12:25 PM
Due Date: Thursday, 29 November 2012, 12:25 PM
Wildlife Assignment
Video uploaded successfully. Remember to save/submit.
Record screen
Upload media or record from webcam
Add media submission
Preview
Submit media

4. After submitting your assignment, click **Continue** to return to the assignment page.

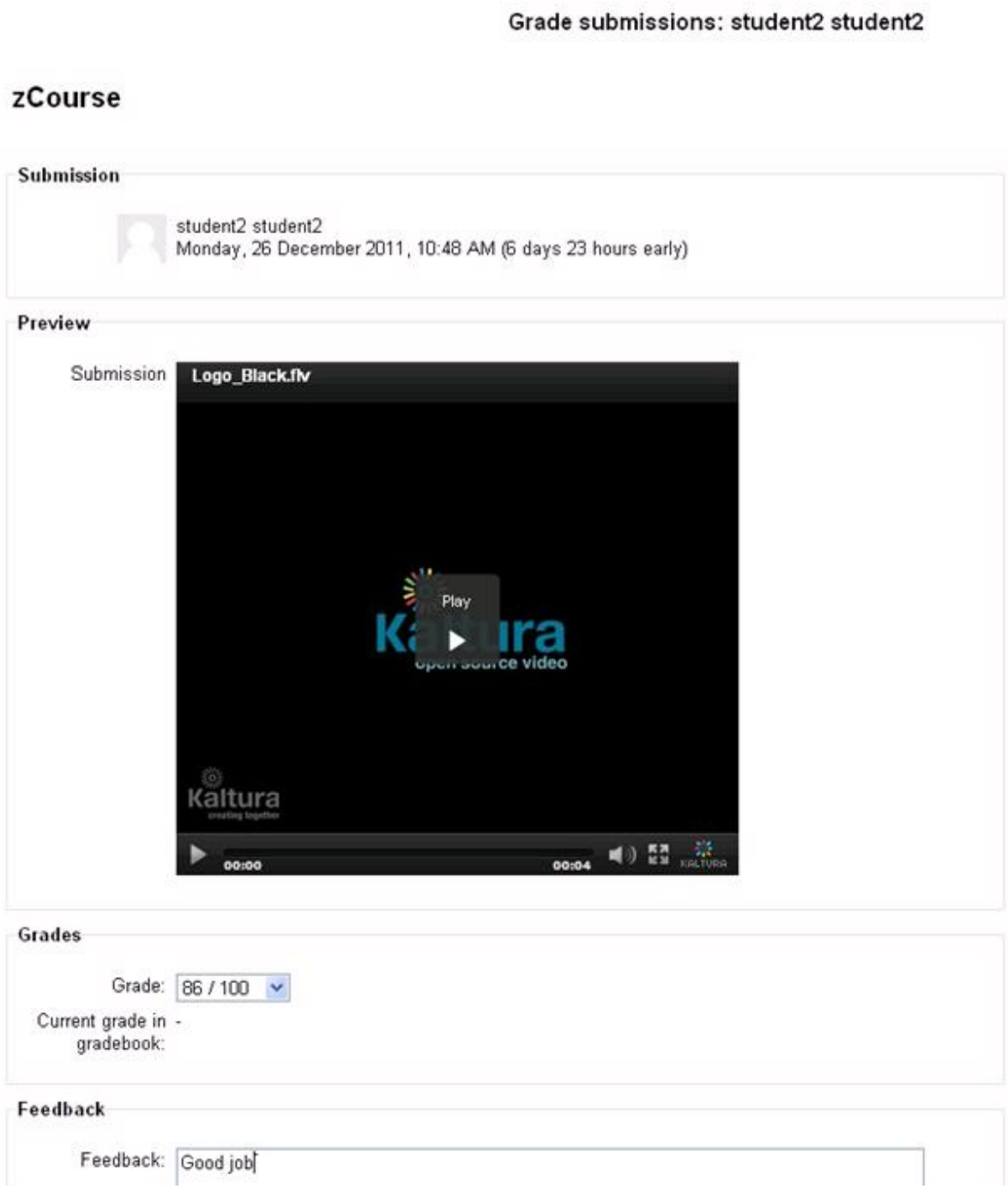


To grade video assignments (Teacher)

1. Click the Assignment link.
2. Click **Grade submissions**.



3. Click **Grade** (if a grade already exists, click **Update**) to go to a detailed submission page. You can then view a specific video submission and provide feedback and grade.



4. Click a thumbnail to display the appropriate video in a modal box.
5. If *Allow quick grade* is checked, you can provide feedback and grades directly within this page for all assignments.

   The grades and feedback are displayed in the course's grade reports, as well as in the assignment page, following Moodle standards.

Uploading Your Media Using the Kaltura Uploader

You can use the Kaltura Uploader when you add video to:

- My Media
- Video Resources
- Video Presentation Resources
- Video Assignments (Student)

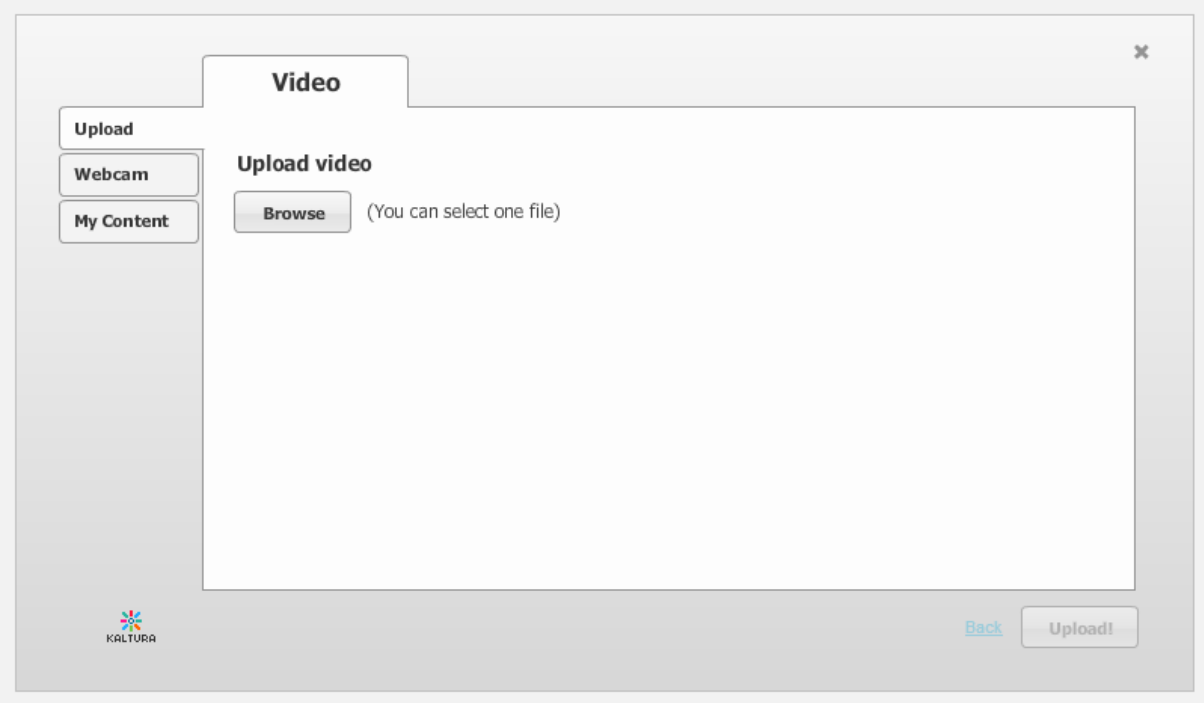
You can use the Kaltura Uploader:

- To upload media from your desktop
- To upload your existing content
- To record from a webcam

To upload media from your desktop

1. Follow the procedure for uploading media (see the relevant section – My Media, Video Resources, Video Presentation Resources, or Video Assignments (Student)), and select the *Upload media or record from webcam* option to launch the Kaltura Uploader.

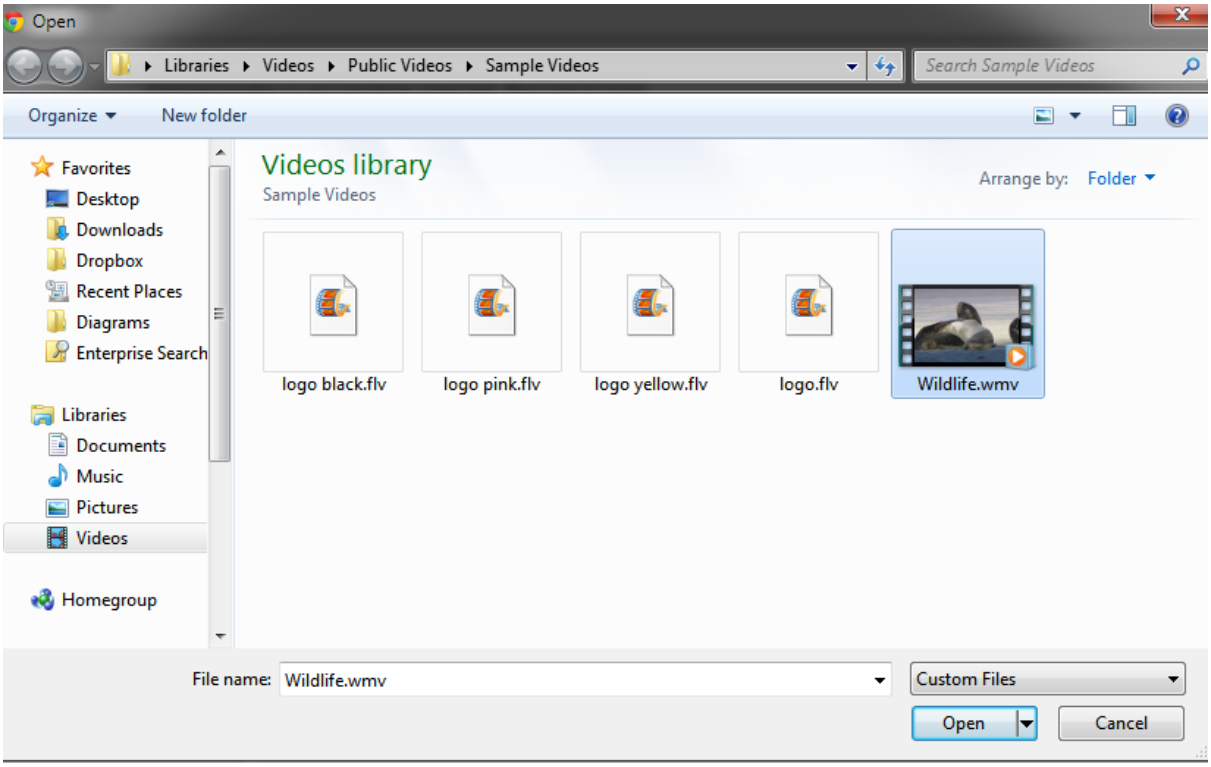
   The Kaltura Uploader opens.



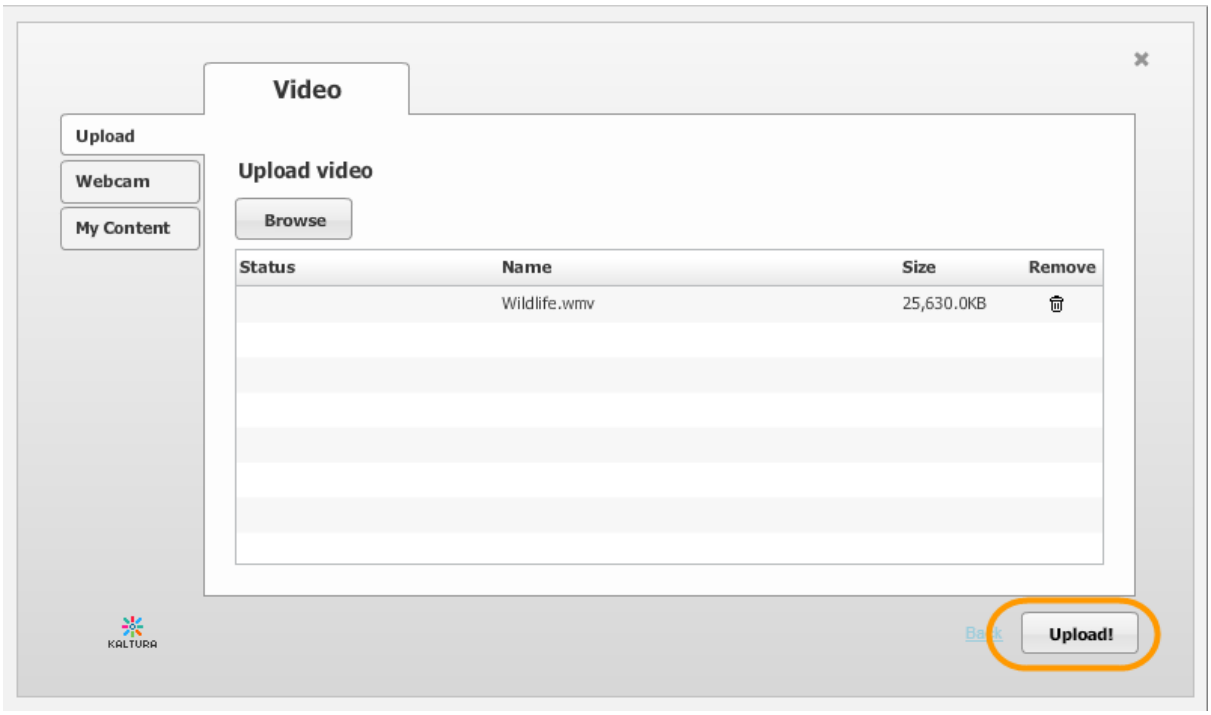
NOTE: The My Content tab is not displayed when you use the Kaltura Uploader in My Media.

2. On the Upload tab, click **Browse**.

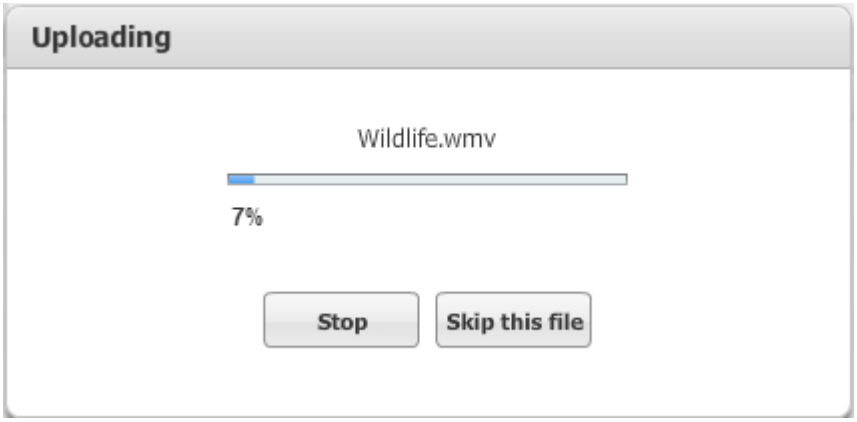
3. Select a file and click **Open**.



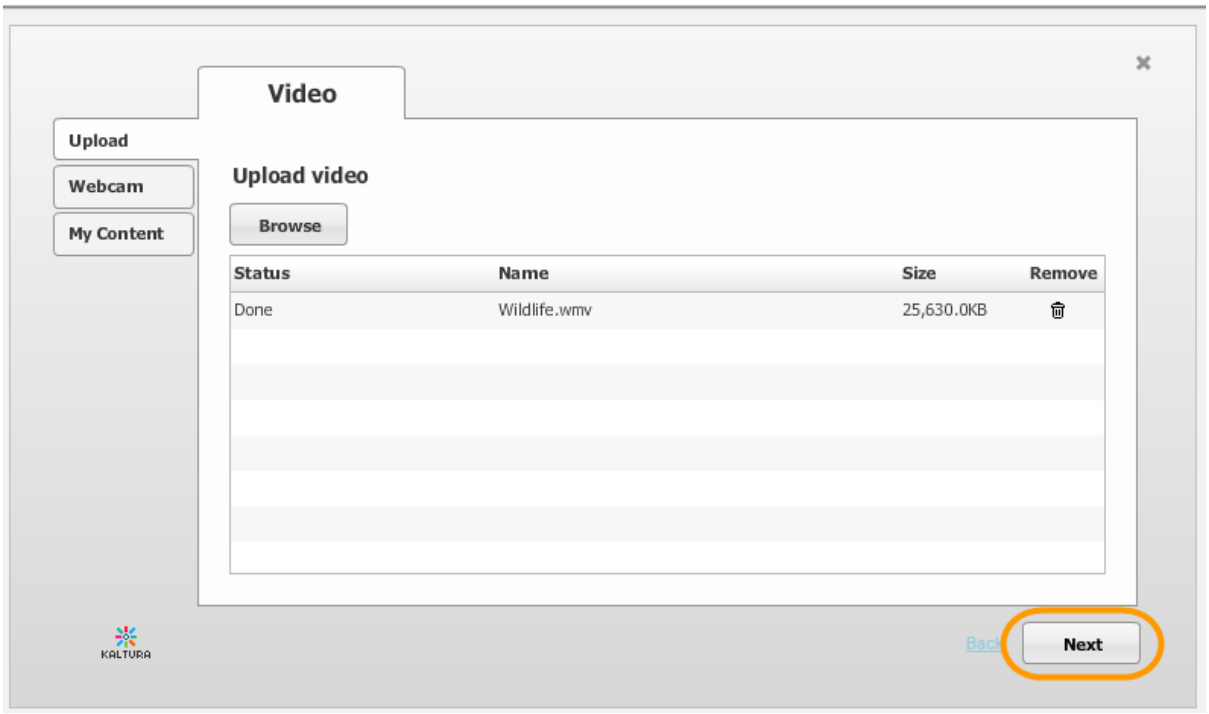
4. Click **Upload**.



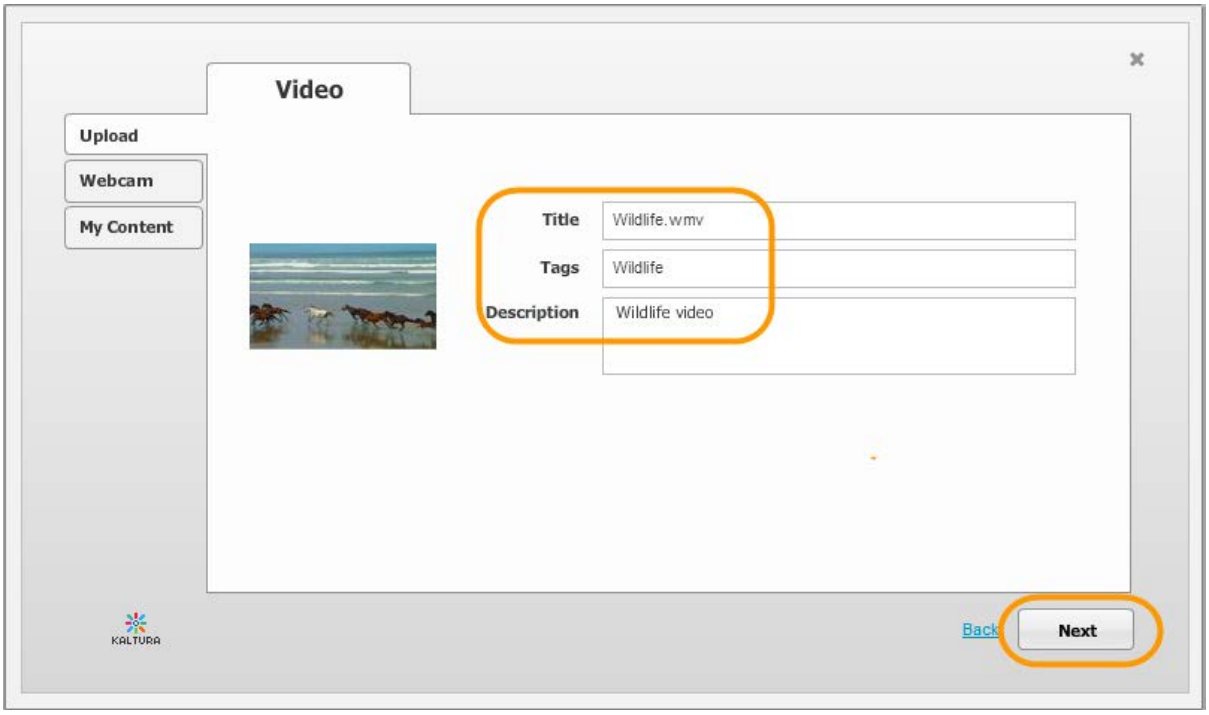
5. An Uploading progress window opens. You can click **Stop** or **Skip this file**, or wait for the upload to complete.



6. When the status is Done, click **Next**.



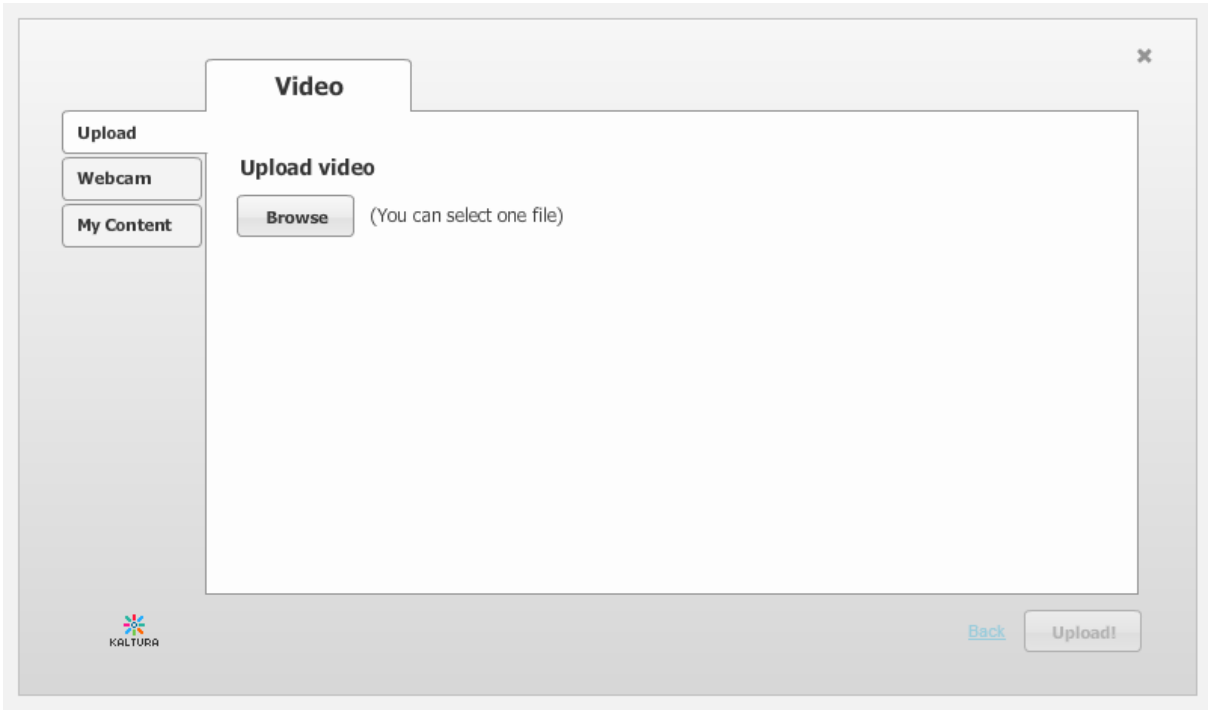
7. Enter metadata (title, tags, description) and click **Next**.



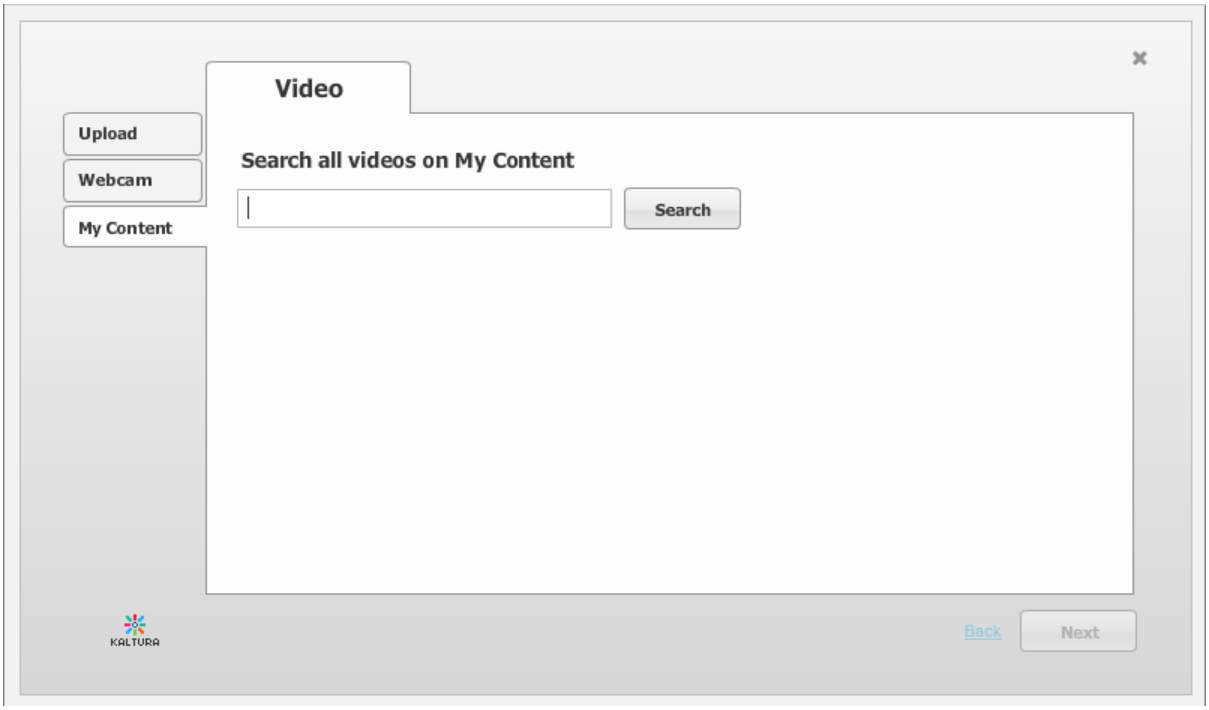
To upload your existing content

NOTE: Uploading your existing content does not apply to My Media.

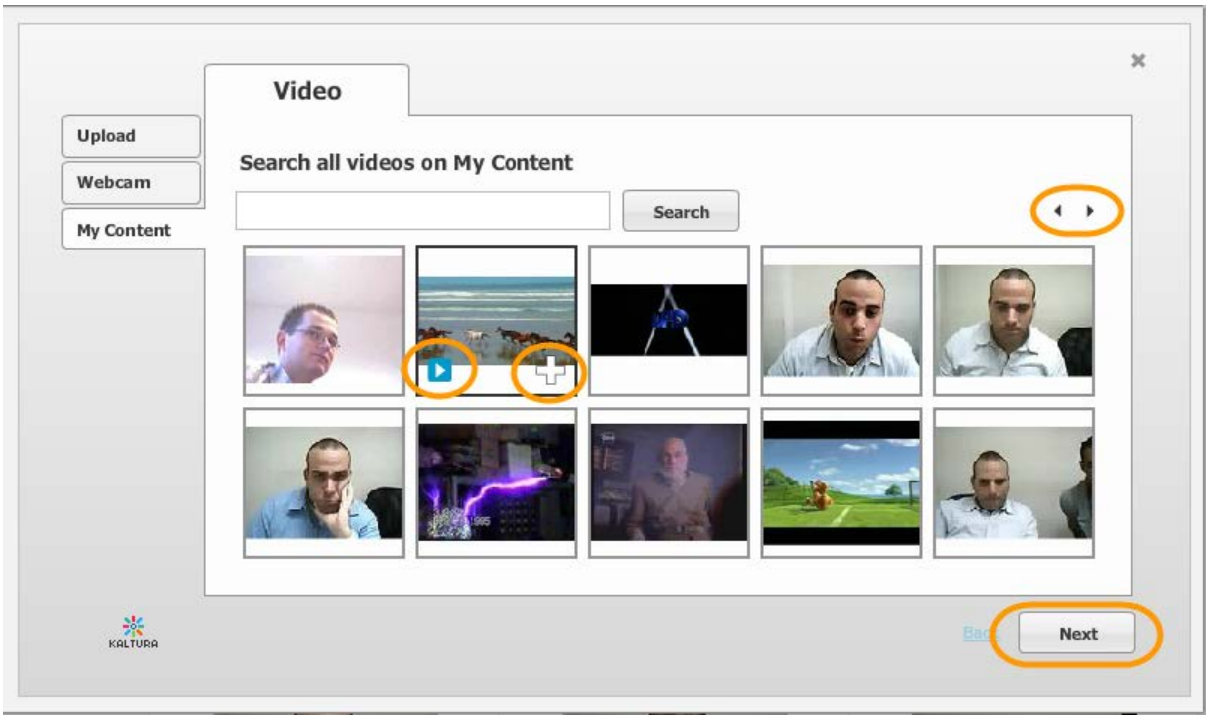
1. Follow the procedure for uploading media (see the relevant section – Video Resources, Video Presentation Resources, or Video Assignments (Student)), and select the *Upload media or record from webcam* option to launch the Kaltura Uploader.
2. The Kaltura Uploader opens.



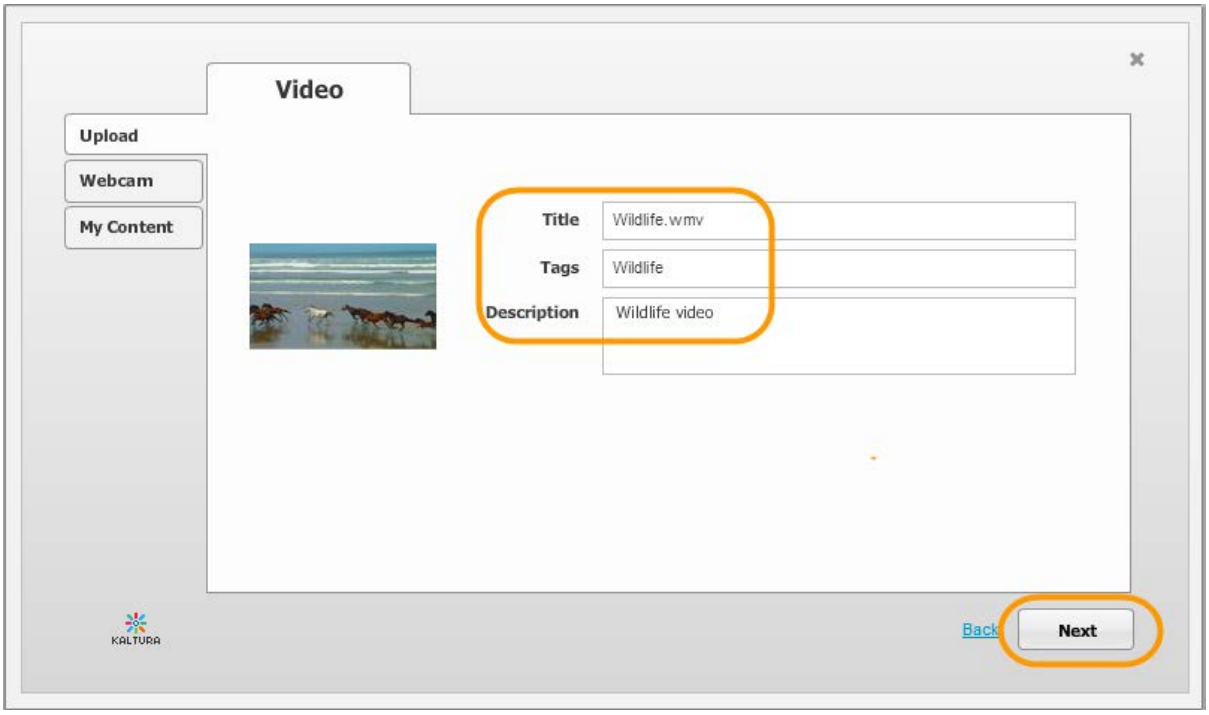
3. Select the My Content tab and do one of the following:
   - To find specific videos, enter at least one complete word that is part of a video name, tag, or description, and click **Search**.
   - To find all videos on My Content, leave the search field empty and click **Search**.



4. The My Content tab displays the search results.
   a. (Optional) Use the arrows to display more results.
   b. (Optional) Hover over a media thumbnail to access a preview player.
   c. Select one media. A plus sign is displayed on the selected media.
   d. Click **Next**.



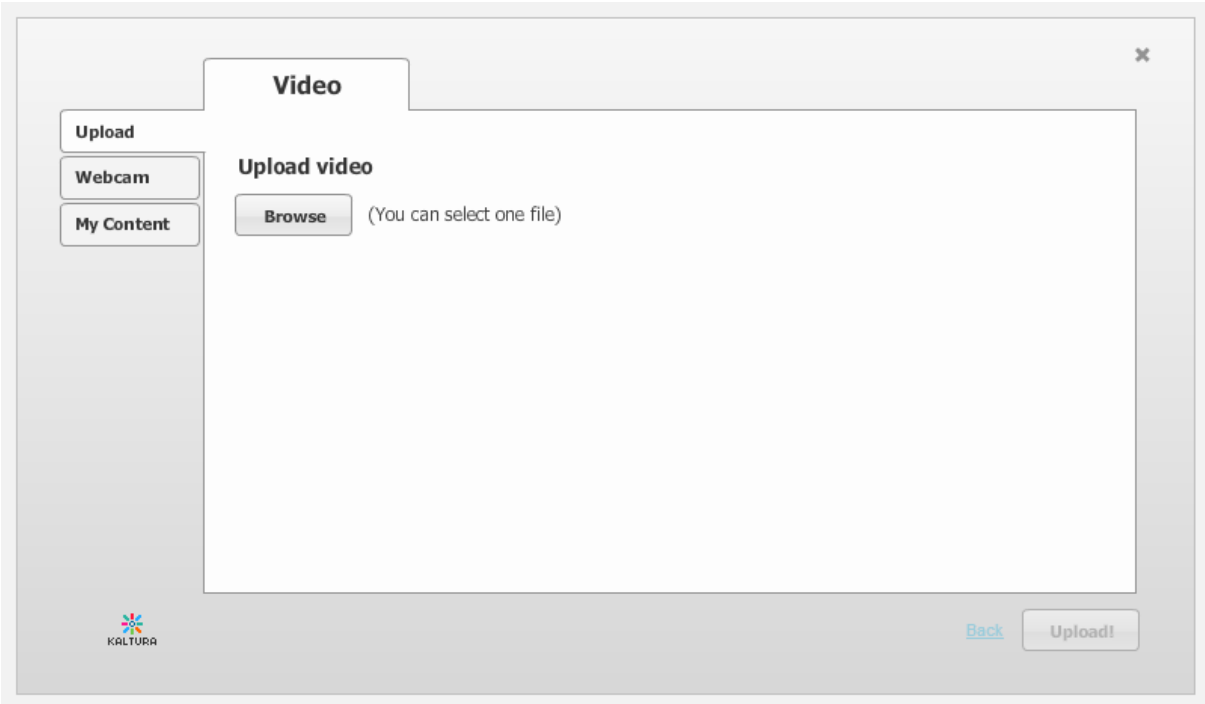
5. Enter metadata (title, tags, description) and click **Next**.



To record from a webcam

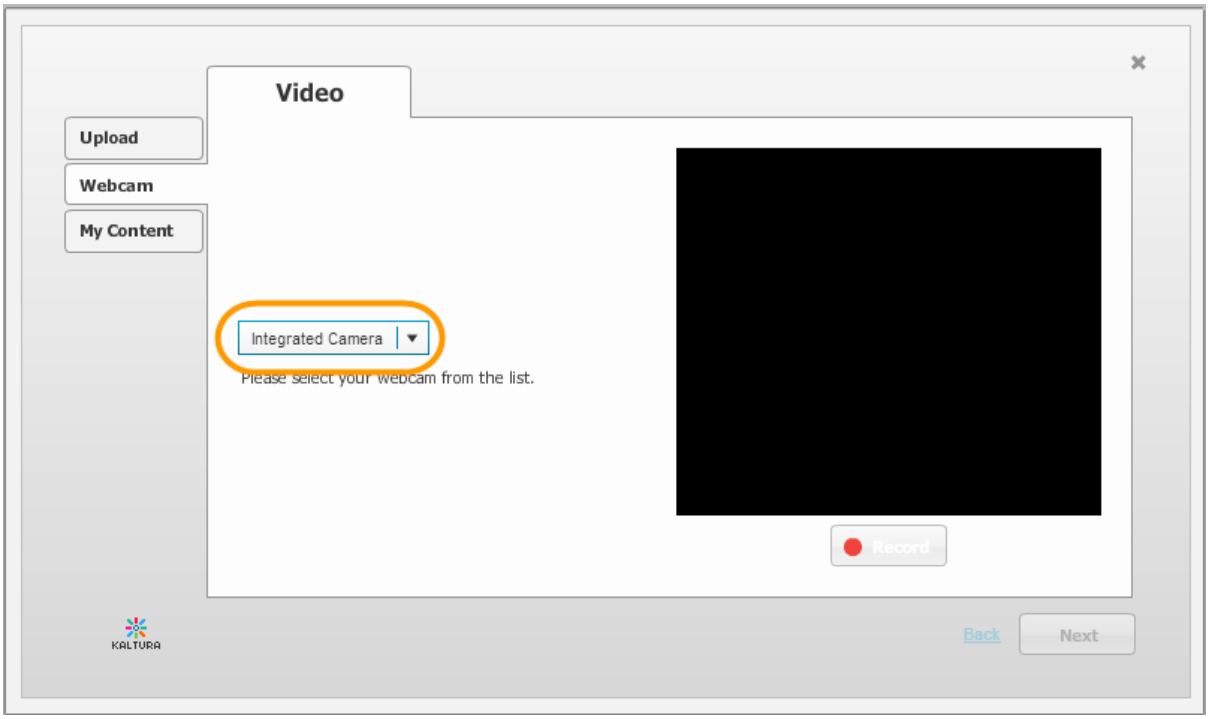
1. Follow the procedure for uploading media (see the relevant section – My Media, Video Resources, Video Presentation Resources, or Video Assignments (Student)), and select the *Upload media or record from webcam* option to launch the Kaltura Uploader.

   The Kaltura Uploader opens.

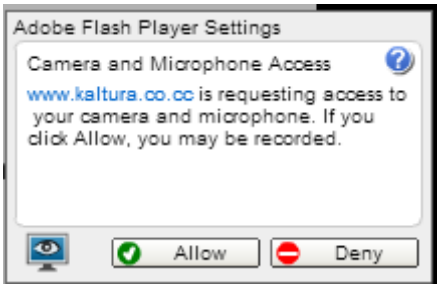


NOTE: The My Content tab is not displayed when you use the Kaltura Uploader in My Media.

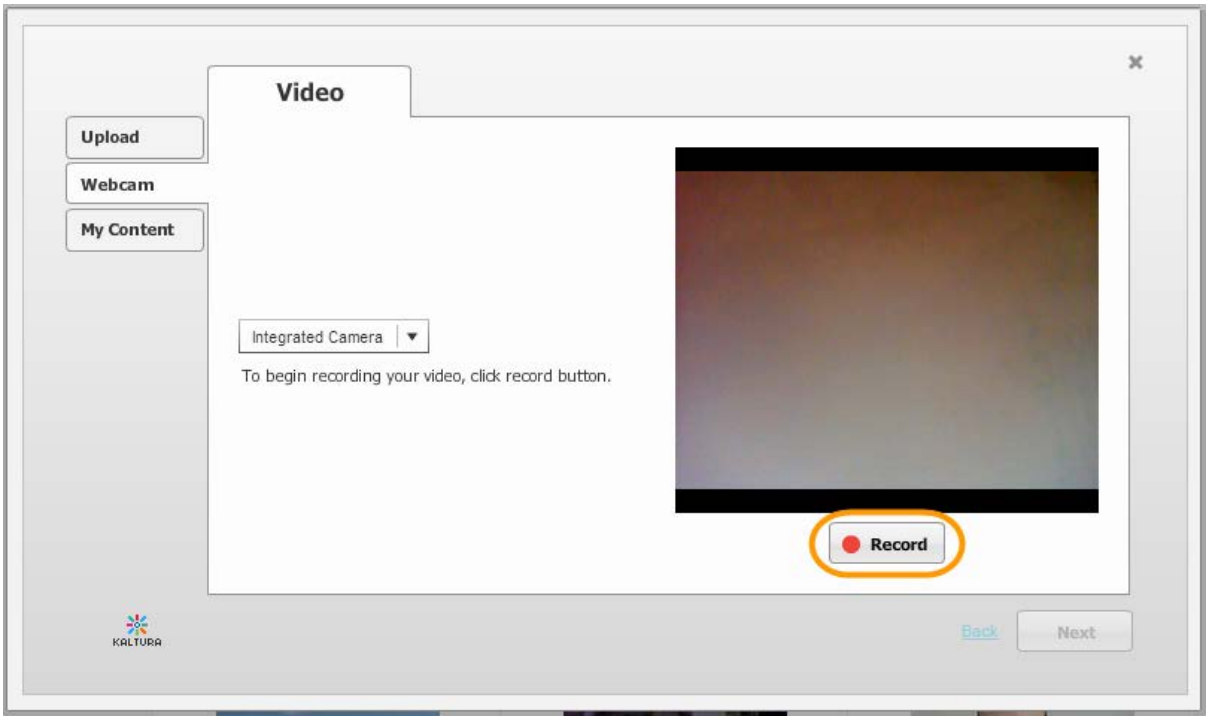
2. Select the Webcam tab and select your webcam.



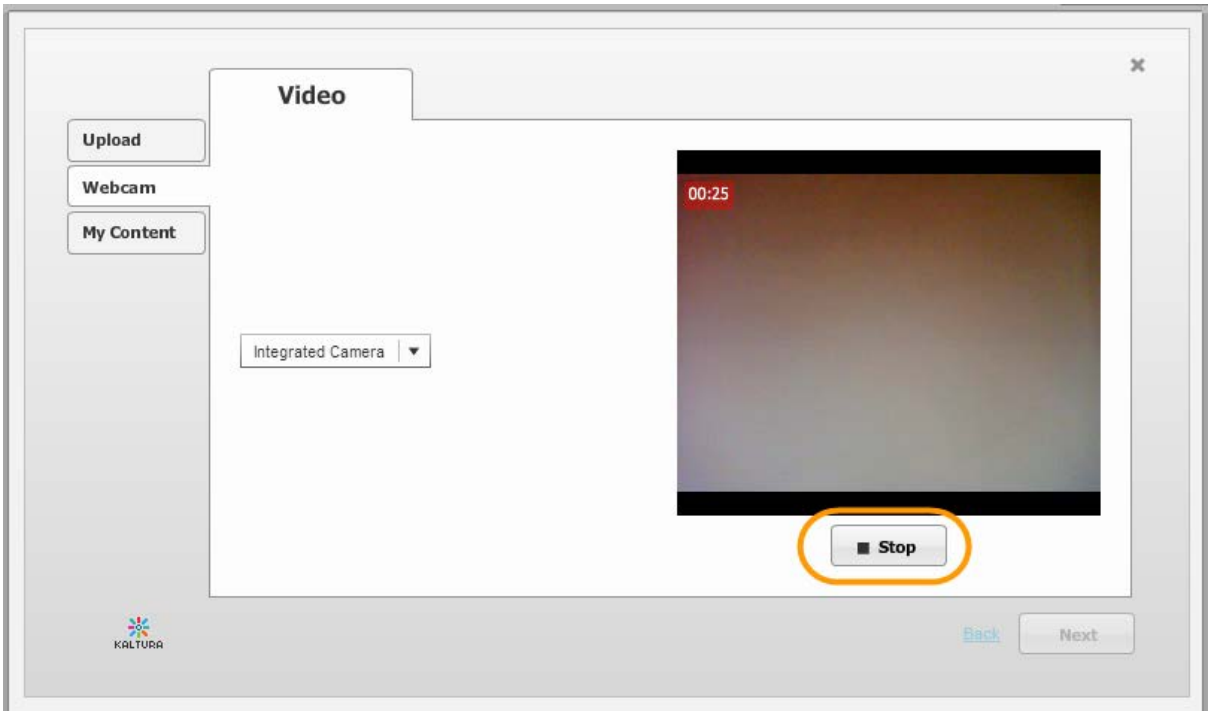
3. Click **Allow** if a flash player message is displayed.


Adobe Flash Player Settings
Camera and Microphone Access
www.kaltura.co.cc is requesting access to your camera and microphone. If you click Allow, you may be recorded.
Allow
Deny

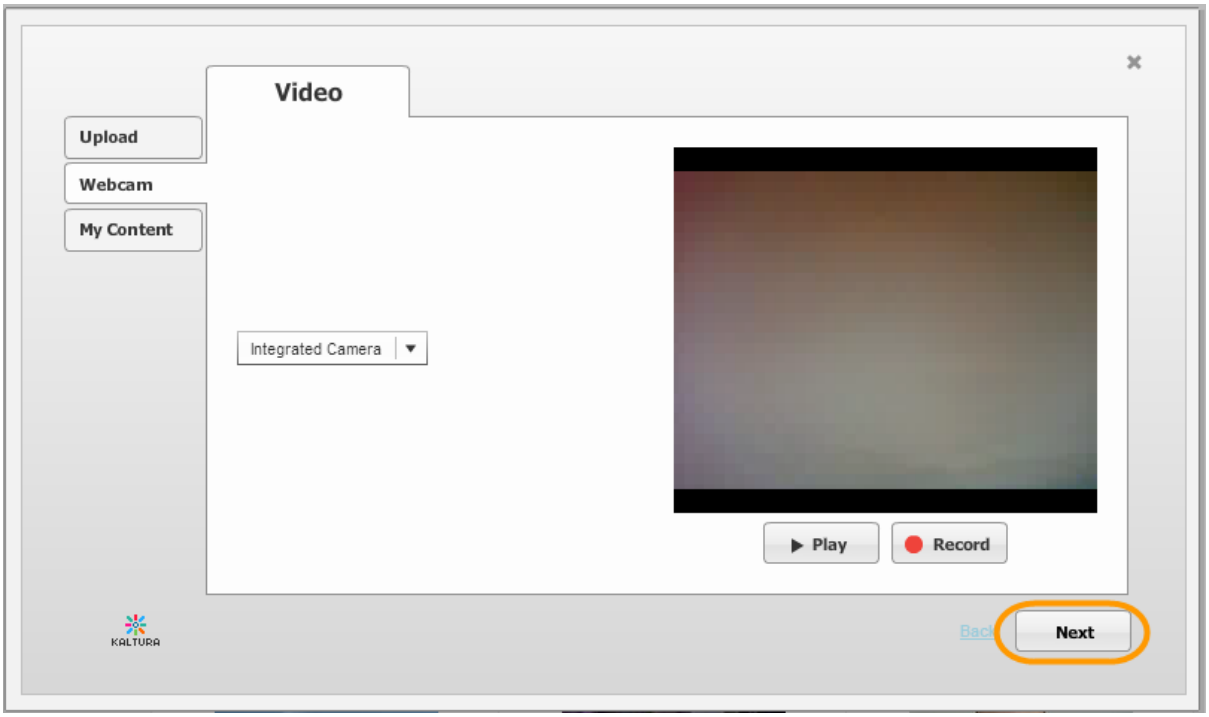
4. To start recording your video, click **Record**.



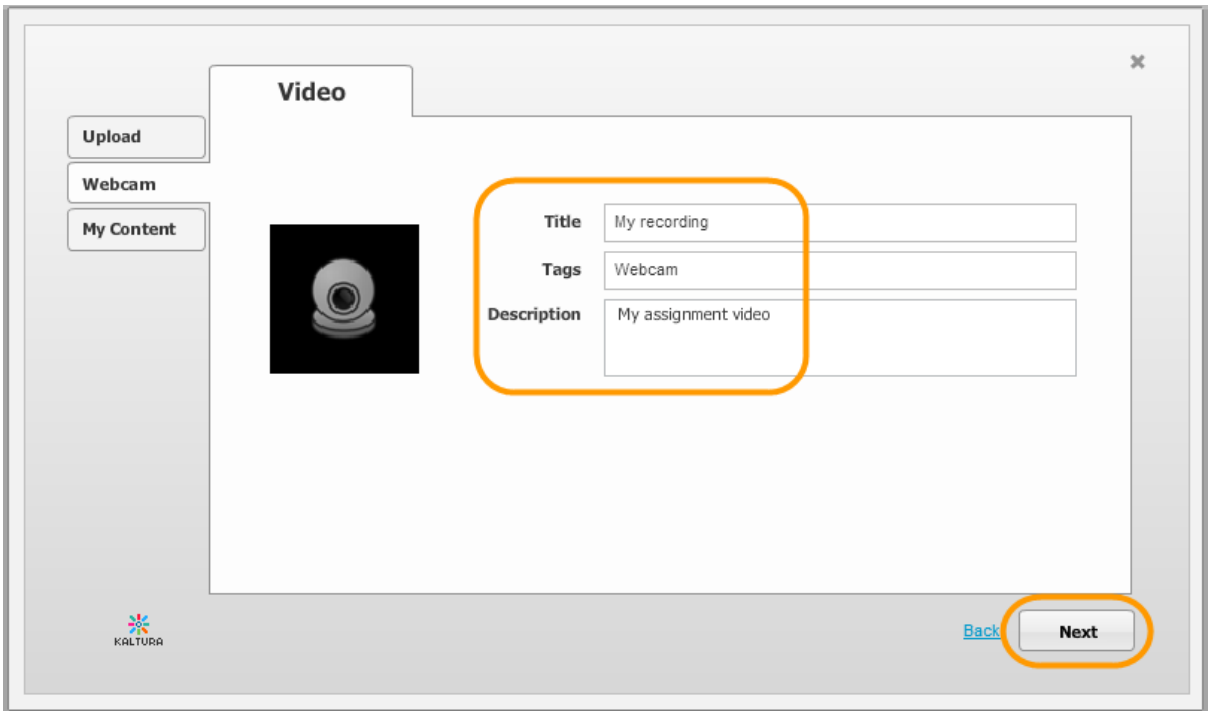
5. To finish or pause the recording, click **Stop**.



6. When you stop the recording:
   a. (Optional) To view the recording, click **Play**.
   b. (Optional) To record again, click **Record**.
   c. To upload the recording, click Next.



7. Enter metadata (title, tags, description) and click **Next**.



Recording Your Screen

You can record your screen when you add video to:

- My Media
- Video Resources
- Video Presentation Resources
- Video Assignments (Student)

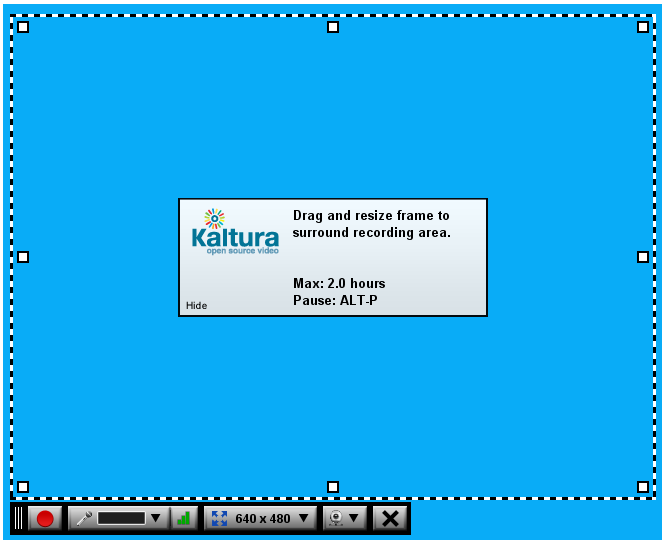
NOTE: The Screen Recorder runs on Windows devices that support Java. The Screen Recorder does not run on Mobile iOS and Linux.

To record your screen

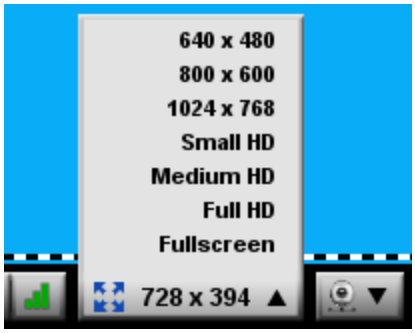
1. Follow the procedure for uploading media (see the relevant section listed above), and select the Record Screen option to launch the Screen Recorder.

NOTE: The first time that you record your screen, the Screen Recorder applet is downloaded. In the Run Java Applet confirmation dialog, click **Run**. Downloading the applet may take a few minutes.

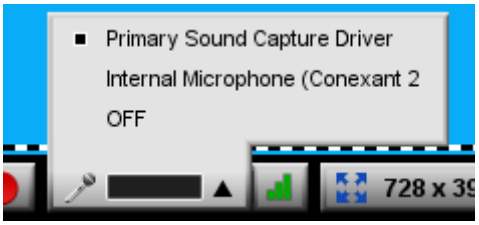
The Screen Recorder opens.



2. Select screen recording options:
   - o Drag and resize the frame to define the screen area to record or select a predefined screen resolution from the menu.

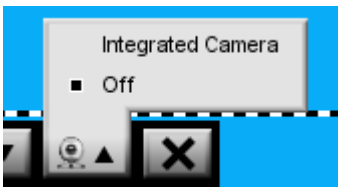


- Select the microphone input.

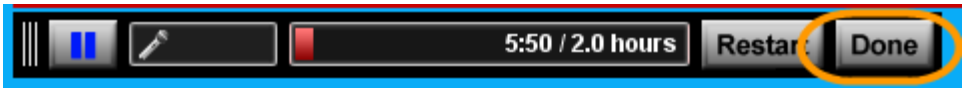


- Select the volume control.

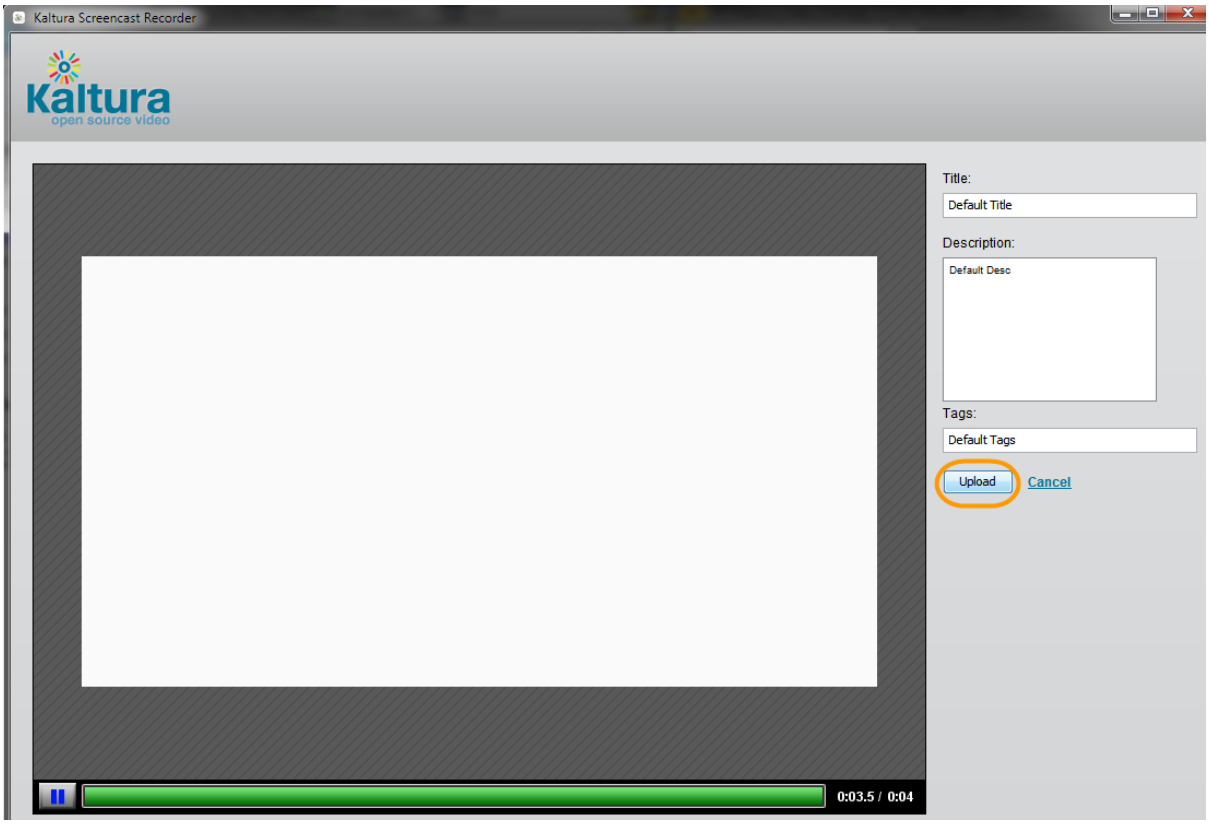
- Select the webcam options.



3. Enter Alt-P or click the Record button to begin recording.
   Toggle Alt-P or the Record/Pause button to pause and continue recording.
4. Click **Done** to finish recording.



5. Review your recording, enter metadata (title, description, and tags), and click **Upload**.



6. When the upload is complete, click **Close**.

Viewing Course Media Reports

For each course, a teacher can view reports that show:

- Are students watching the videos?
- Which students watch the videos?
- Which videos are students watching?
- Are students watching the videos to the end?

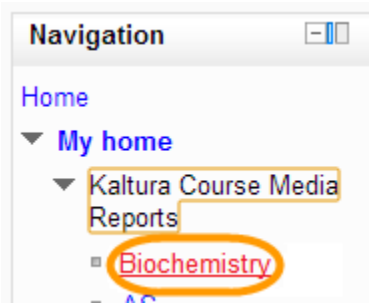
A teacher can view:

- Media Items reports
  - On the reports dashboard:
    - Media Items Highlights
    - Top 5 Media Items
  - Media Items Full Report
- User Engagement and Contribution reports
  - On the reports dashboard:
    - User Engagement and Contribution Highlights
    - Top 5 Engaged Users
    - Top 5 Contributing Users
  - User Engagement Full Report
  - User Contribution Full Report

To display reports for a course

1. On the Navigation block under *My home*, click **Kaltura Course Media Reports**.

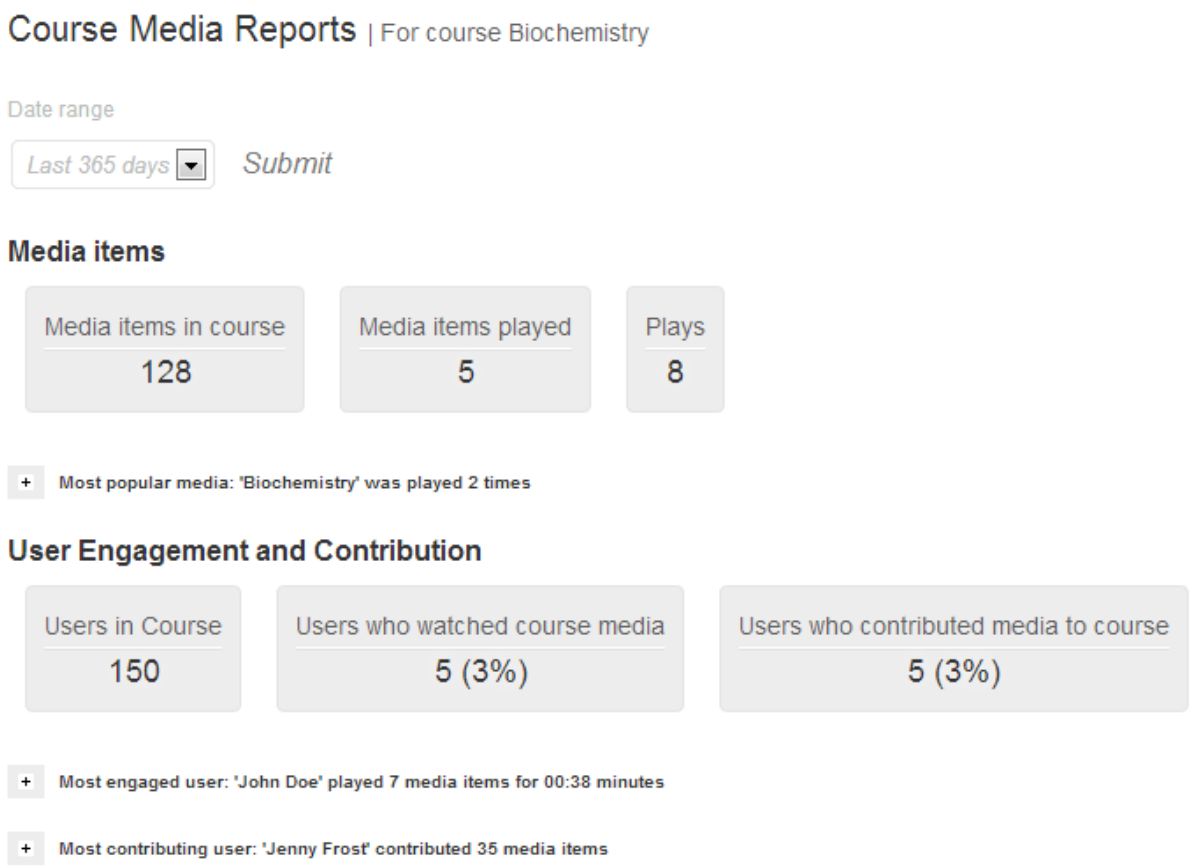
2. On the Navigation block under *My home>Kaltura Course Media Reports*, click a course name to open the reports dashboard for the selected course.



Reports Dashboard

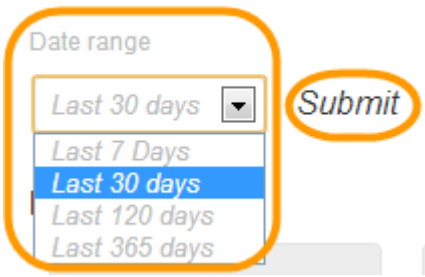
The reports dashboard displays:

- Media Items Highlights
- User Engagement and Contribution Highlights



On the dashboard:

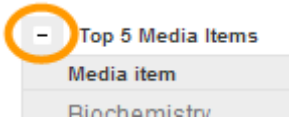
- To define a time range for the reports: In the Date Range menu, select a date range and click **Submit**.



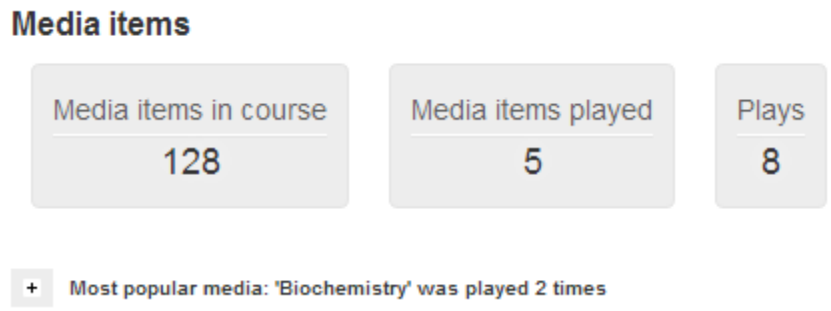
NOTE: If no data is displayed, select a larger date range.
Note that data availability may be delayed by up to 24 hours.

- To expand a report, click the plus sign.

- To minimize an expanded report, click the minus sign.



Media Items Highlights

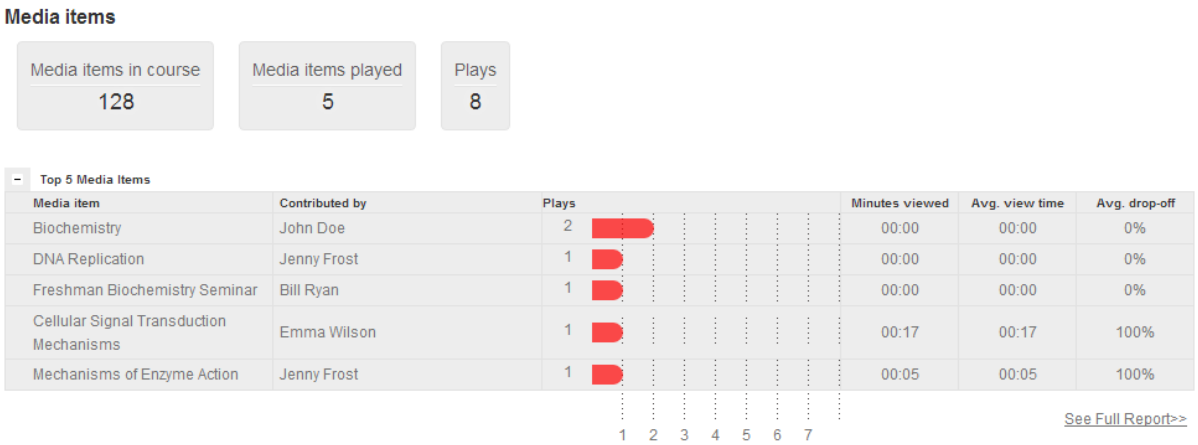


The highlights show:

- Media items in course – The total number of media items assigned to the course when the report runs
- Media items played – The total number of media items in the course played during the defined time range
- Plays – The total number of times that a user clicked **Play** in the course during the defined time range
- (Expandable) Most popular media – The name of the media played the most times in the course and the number of times it was played during the defined time range

  Expand *Most popular media* to view the Top 5 Media Items.

Top 5 Media Items



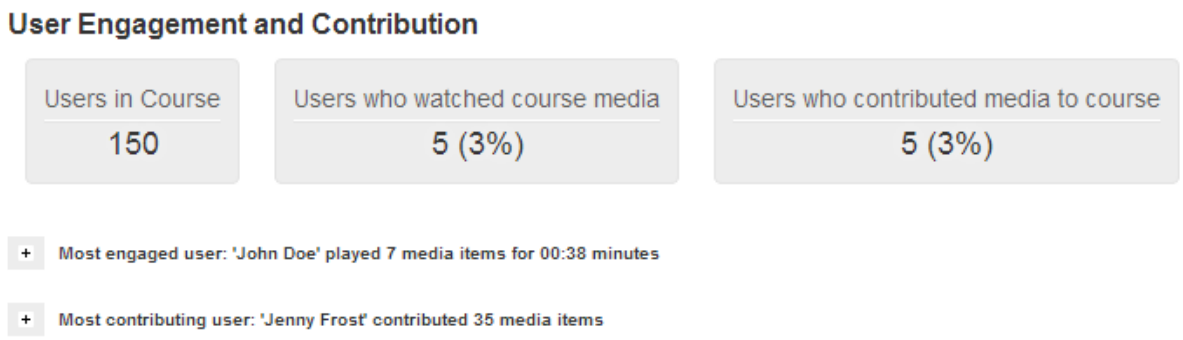
For the five most played media items in the course, the report shows:

- Media Item – The name of the media

- Contributed by – The name of the user who contributed the media
- Plays –The total number of times that a user clicked **Play** in the course during the defined time range
  - The table is sorted in descending order of plays.
  - The number of plays is displayed in a bar chart.
- Minutes viewed – The total number of minutes that a media was viewed in the course during the defined time range
- Avg. view time – The average time that a media was viewed in the course during the defined time range
- Avg. view drop-off – The average percentage of viewing drop-off of a media in the course during the defined time range

Click **See Full Report>>** at the bottom of the report to display the Media Items Full Report.

User Engagement and Contribution Highlights


User Engagement and Contribution
Users in Course
150
Users who watched course media
5 (3%)
Users who contributed media to course
5 (3%)
+ Most engaged user: 'John Doe' played 7 media items for 00:38 minutes
+ Most contributing user: 'Jenny Frost' contributed 35 media items

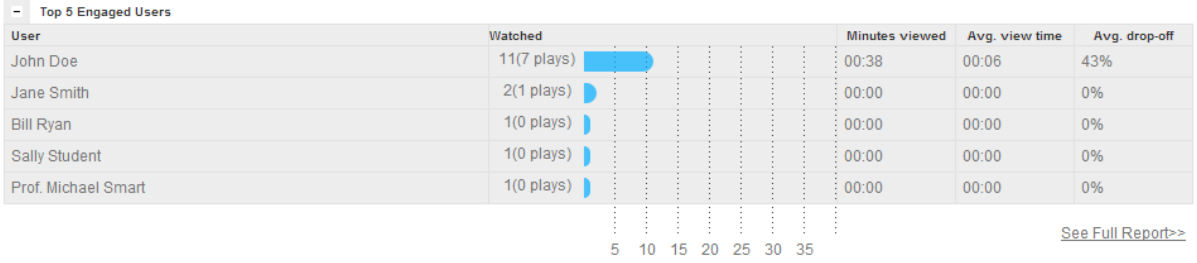
The highlights show:

- Users in course – The total number of users enrolled in the course when the report runs
- Users who watched course media – The total number of users who viewed media in the course during the defined time range. In parentheses: the percentage of course users who viewed media.
- Users who contributed media to course – The total number of users who contributed media to the course. In parentheses: the percentage of course users who contributed media.
- (Expandable) Most Engaged User – The name of the user who viewed the most media items during the defined time range and the total number of minutes that the user viewed media

  Expand *Most Engaged User* to view the Top 5 Engaged Users.
- (Expandable) Most Contributing User – The name of the user who contributed the most media items

  Expand *Most Contributing User* to view the Top 5 Contributing Users.

Top 5 Engaged Users

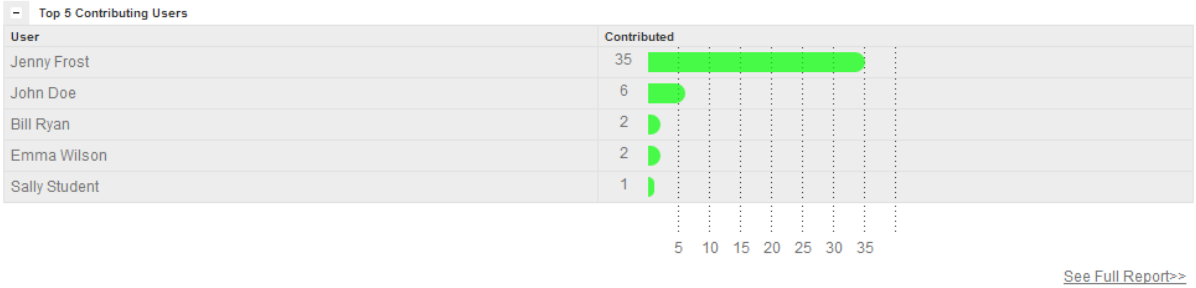


For the five most engaged users in the course, the report shows:

- User – The name of the user
- Watched – The total number of media items that the user loaded in a player in the course during the defined time range. In parentheses: the total number of times that the user clicked **Play** in the course during the defined time range.
  - The table is sorted in descending order of media items watched.
  - The number of media items watched is displayed in a bar chart.
- Minutes viewed – The total number of minutes that the user viewed course media during the defined time range
- Avg. view time – The average time that the user viewed course media during the defined time range
- Avg. drop-off – The average percentage of viewing drop-off by the user during the defined time range

Click **See Full Report>>** at the bottom of the report to display the User Engagement Full Report.

Top 5 Contributing Users



For the five users who contributed the most media items used in the course, the report shows:

- User – The name of the user
- Contributed – Total number of items assigned to the course that the user owns when the report runs
  - The table is sorted in descending order of contributed items.
  - The number of contributed items is displayed in a bar chart.

Click **See Full Report>>** at the bottom of the report to display the User Contribution Full Report.

Media Items Full Report

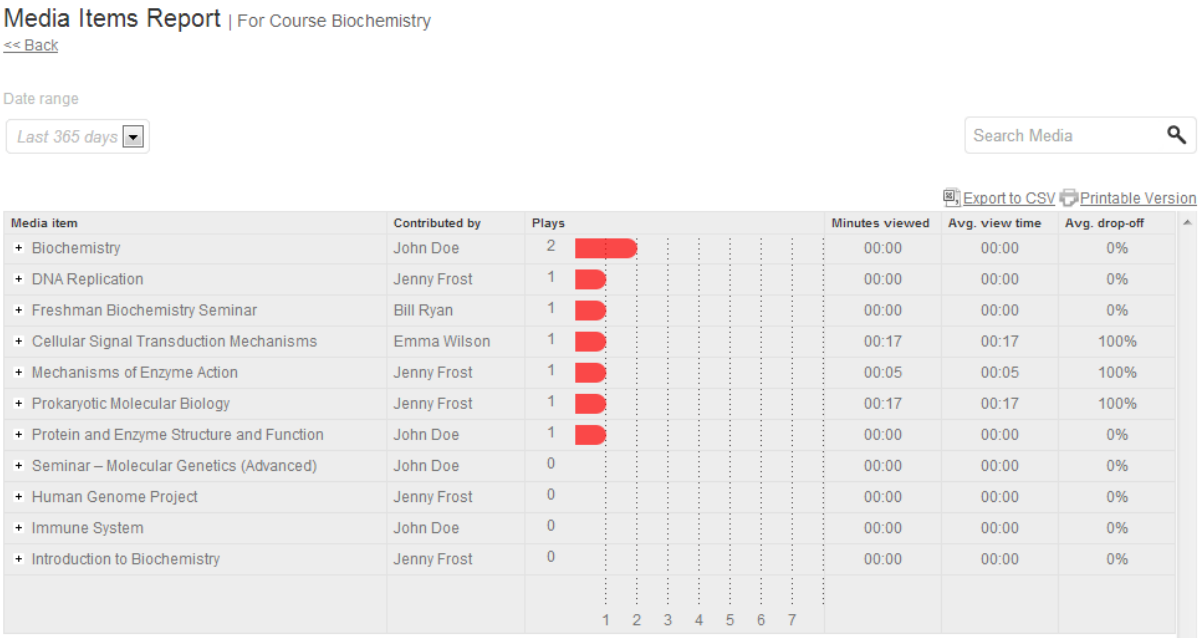
This section covers:

- Understanding the Media Items Full Report
- Understanding the Media Item Full Report Drill-Down Details

To display the Media Items full report

- When the Top 5 Media Items report is displayed, click **See Full Report>>** at the bottom of the report.
- When the Top 5 Media Items report is not displayed:
  a. Display the reports dashboard.
  b. On the reports dashboard under *Media items*, expand *Most popular media* to view the Top 5 Media Items and then click **See Full Report>>** at the bottom of the report.

Understanding the Media Items Full Report


Media Items Report | For Course Biochemistry
<< Back
Date range
Last 365 days
Search Media
Export to CSV
Printable Version
Media item
Contributed by
Plays
Minutes viewed
Avg. view time
Avg. drop-off
Biochemistry John Doe 2 00:00 00:00 0%
DNA Replication Jenny Frost 1 00:00 00:00 0%
Freshman Biochemistry Seminar Bill Ryan 1 00:00 00:00 0%
Cellular Signal Transduction Mechanisms Emma Wilson 1 00:17 00:17 100%
Mechanisms of Enzyme Action Jenny Frost 1 00:05 00:05 100%
Prokaryotic Molecular Biology Jenny Frost 1 00:17 00:17 100%
Protein and Enzyme Structure and Function John Doe 1 00:00 00:00 0%
Seminar – Molecular Genetics (Advanced) John Doe 0 00:00 00:00 0%
Human Genome Project Jenny Frost 0 00:00 00:00 0%
Immune System John Doe 0 00:00 00:00 0%
Introduction to Biochemistry Jenny Frost 0 00:00 00:00 0%
1 2 3 4 5 6 7

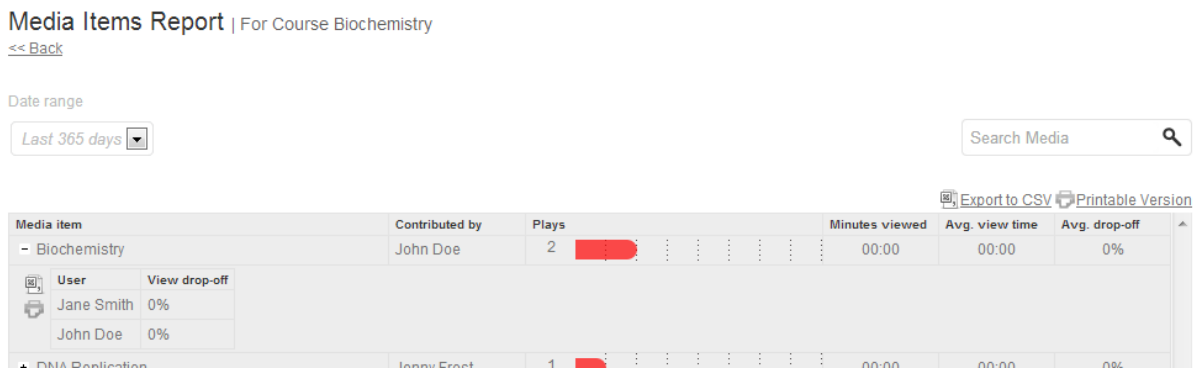
All course data for the report is displayed. When there is a lot of data, it will be displayed in a scrollable window.

See the Top 5 Media Items report for a description of the data displayed.

In the full report you can:

- Click **<<Back** at the top of the report to return to the reports dashboard.
- Modify the time range: In the Date Range menu, select a new date range.
- Search for specific media items: In the Search Media field above a report, enter at least one complete word that is part of a media name and press the Enter key or click .
  The report displays the rows that contain media items that match your search.
- Export the report to a CSV file.
- Print the report.
- Drill down to the details of a report row: Click the plus sign at the beginning of the row.

Understanding the Media Item Full Report Drill-Down Details



The media item row's drill-down details show:

- All users who viewed the specified media item in the course during the defined time range
- For each user:

- User – The name of the user
- View drop-off – The maximum percentage of viewing drop-off by the user for the media item during the defined time range. For example, if a student viewed a media item that lasts one minute at three different times – one time for four seconds, one time for 24 seconds and one time for the entire minute – the drop-off percentage is 100%. This percentage indicates that the media was viewed to the end.

When a report row's drill-down details are displayed, you can:

- Export the report row's drill-down details to a CSV file.
- Print the report row's drill-down details.

User Engagement Full Report

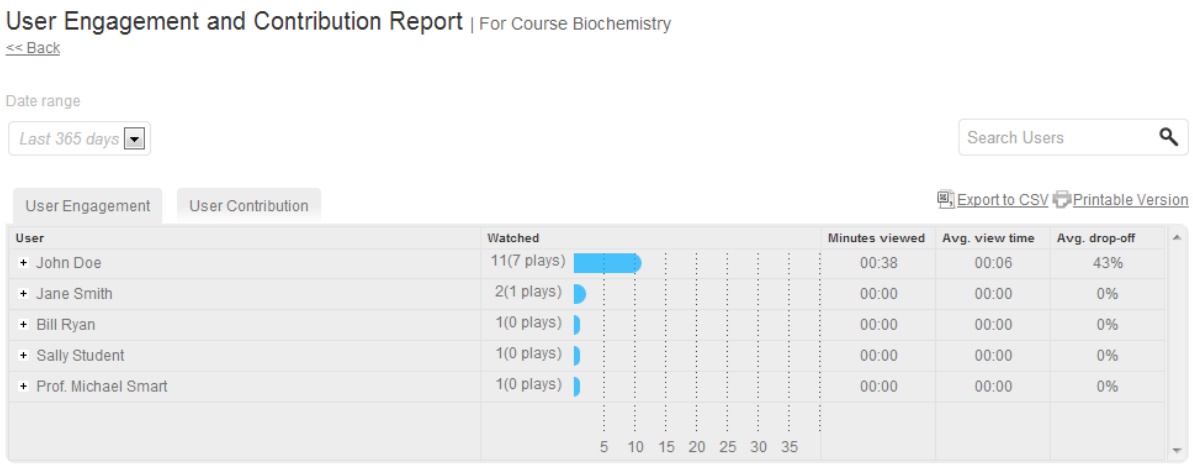
This section covers:

- Understanding the User Engagement Full Report
- Understanding the User Contribution Full Report Drill-Down Details

To display the User Engagement full report

- When the Top 5 Engaged Users report is displayed, click **See Full Report>>** at the bottom of the report.
- When the Top 5 Engaged Users report is not displayed:
  a. Display the reports dashboard.
  b. On the reports dashboard under *User Engagement and Contribution*, expand *Most engaged user* to view the Top 5 Engaged Users and then click **See Full Report>>** at the bottom of the report.

Understanding the User Engagement Full Report



All course data for the report is displayed. When there is a lot of data, it will be displayed in a scrollable window.

See the Top 5 Engaged Users report for a description of the data displayed.

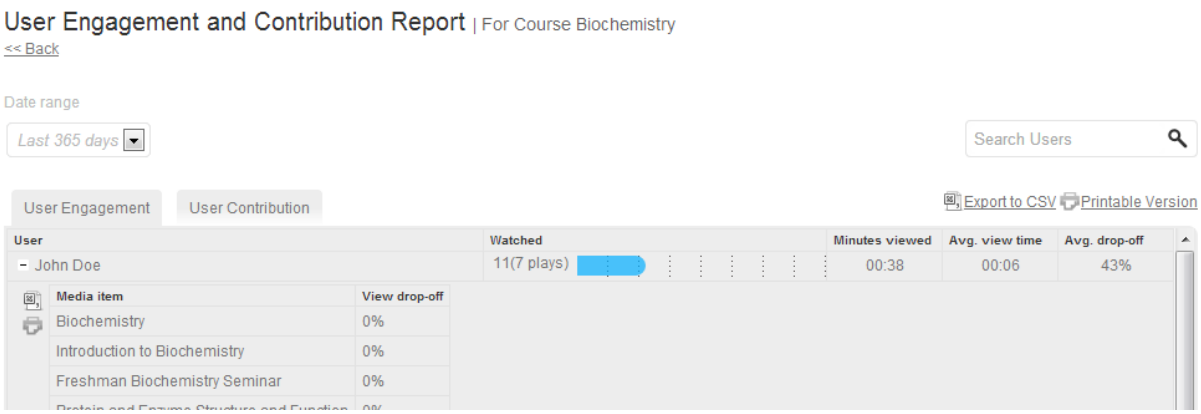
In the full report you can:

- Click **<<Back** at the top of the report to return to the reports dashboard.
- Modify the time range: In the Date Range menu, select a new date range.
- Search for specific users: In the Search Media field above a report, enter at least one complete word that is part of a user name or ID and press the Enter key or click .

The report displays the rows that contain users that match your search.

- Export the report to a CSV file.
- Print the report.
- Drill down to the details of a report row: Click the plus sign at the beginning of the row.
- Select the User Contribution tab to display the User Contribution Full Report.

Understanding the User Engagement Full Report Drill-Down Details



The user row's drill-down details show:

- All media items that the user viewed in the course during the defined time range
- For each media item:
  - Media Item – The name of the media item
  - View drop-off – The maximum percentage of viewing drop-off by the user for the media item during the defined time range. For example, if a student viewed a media item that lasts one minute at three different times – one time for four seconds, one time for 24 seconds and one time for the entire minute – the drop-off percentage is 100%. This percentage indicates that the media was viewed to the end.

When a report row's drill-down details are displayed, you can:

- Export the report row's drill-down details to a CSV file.
- Print the report row's drill-down details.

User Contribution Full Report

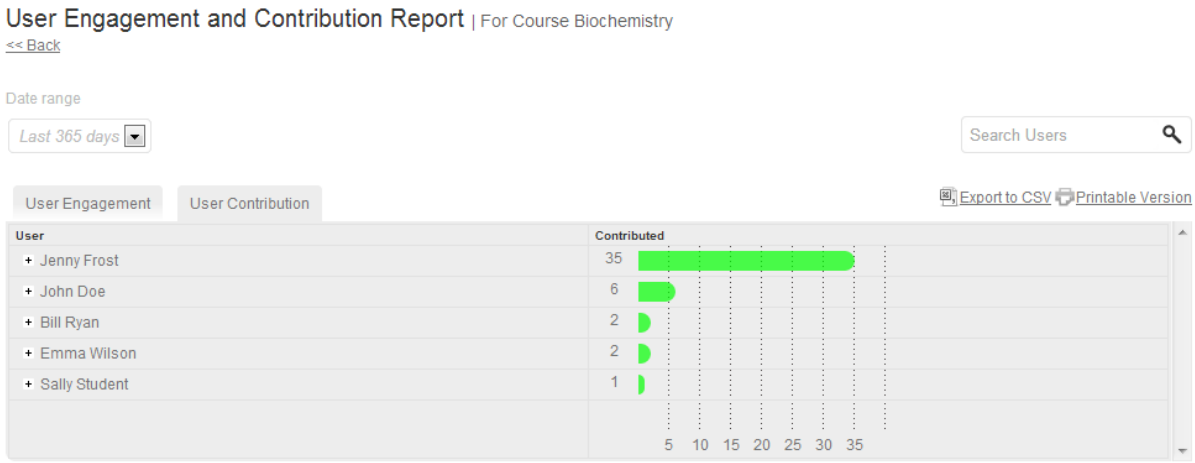
This section covers:

- Understanding the User Contribution Full Report
- Understanding the User Contribution Full Report Drill-Down Details

To display the User Contribution full report

- When the Top 5 Contributing Users report is displayed, click **See Full Report>>** at the bottom of the report.
- When the Top 5 Contributing Users report is not displayed:
  a. Display the reports dashboard.
  b. On the reports dashboard under *User Engagement and Contribution*, expand *Most contributing user* to view the Top 5 Contributing Users and then click **See Full Report>>** at the bottom of the report.

Understanding the User Contribution Full Report



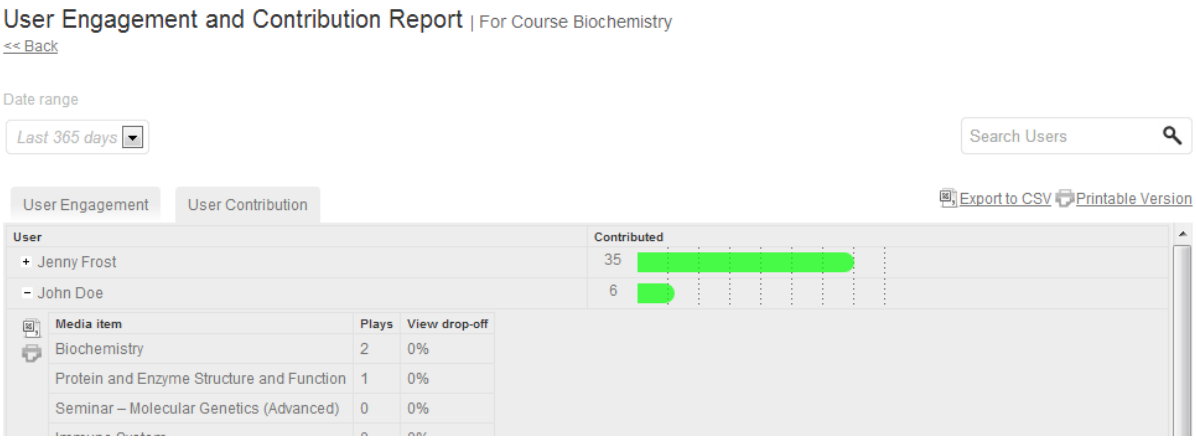
All course data for the report is displayed. When there is a lot of data, it will be displayed in a scrollable window.

See the Top 5 Contributing Users report for a description of the data displayed.

In the full report you can:

- Click **<<Back** at the top of the report to return to the reports dashboard.
- Modify the time range: In the Date Range menu, select a new date range.
- Search for specific users: In the Search Media field above a report, enter at least one complete word that is part of a user name or ID and press the Enter key or click . The report displays the rows that contain users that match your search.
- Export the report to a CSV file.
- Print the report.
- Drill down to the details of a report row: Click the plus sign at the beginning of the row.
- Select the User Engagement tab to display the User Engagement Full Report.

Understanding the User Contribution Full Report Drill-Down Details



The user row's drill-down details show:

- All media items assigned to the course that the user owns when the report runs

- For each media item:
  - Plays – The total number of times that the media item was played in the course during the defined time range
  - View drop-off – The maximum percentage of viewing drop-off for the media item during the defined time range.

When a report row's drill-down details are displayed, you can:

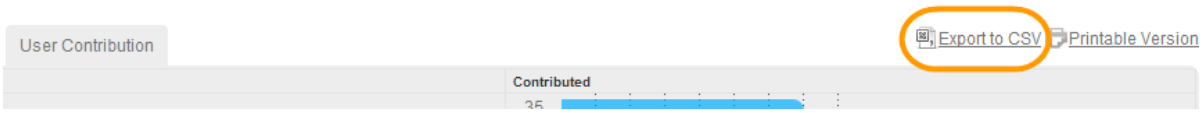
- Export the report row's drill-down details to a CSV file.
- Print the report row's drill-down details.

Exporting a Report to a CSV File and Printing a Report

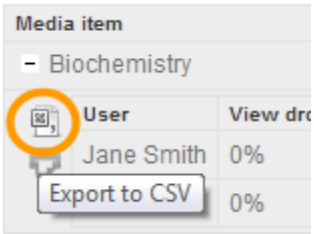
NOTE: Only full reports and their drill-down row details can be exported to a CSV file or printed.

To export a report to a CSV file

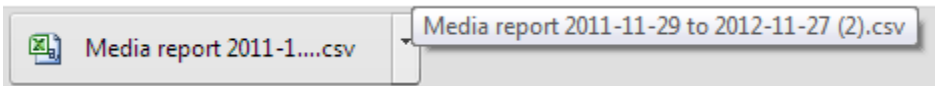
- To export an entire report, click **Export to CSV** above the report.



- To export a report row's drill-down details, click the Export to CSV icon at the beginning of the row.

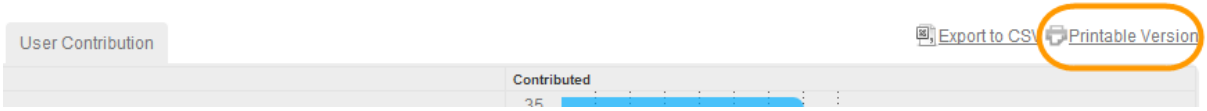


A CSV file is generated that you can download and save.

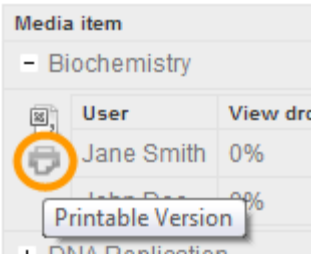


To print a report

1. Create a printable version:
   - For an entire report, click **Printable Version** above the report.



     A printable version is displayed in a new browser tab.
   - For a report row's drill-down details, click the Printable Version icon at the beginning of the row.



A printable version is displayed in a new browser tab.

2. In the printable version, click **Print** above or below the report to send the report to the printer.